

Annual Eligibility Certification

Overview of Forms OG1 and OG2

January 2024



Agenda

- Overview of Forms OG1 and OG2
- Completing Form OG1
- Uploading supplemental documentation
- Completing Form OG2
- Notifications
- Summary
- Resources





About these Materials

This material is based on the current information in the MPF[®] Guides as of the date of this presentation. It should not be used in place of the MPF Guides. The MPF Guides are the governing documents and control in the event of discrepancies between the information in this presentation and the MPF Guides. The official version of the MPF Guides are available at <u>www.fhlbmpf.com</u> and through AllRegs[®].

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Forms OG1 and OG2

- If your organization **sold** loans into the MPF Program or **serviced** any MPF loans in 2023, the Annual Eligibility Certification (AEC) process must be completed.
- Forms OG1 and OG2 must be completed and supplemental documentation uploaded via the eMPF[®] website.
- Forms OG1 and OG2 are housed on the eMPF website.
- Information being collected on forms OG1 and OG2 is based on 2023 activity.
- Form OG1, Form OG2 and all supporting documentation must be submitted by Wednesday, January 31, 2024.



Locating Forms OG1 and OG2



Forms OG1 and OG2 are available under the Exhibits section on the eMPF website.

They may also be found in the Quick Links section.



Archives

Forms OG1 and OG2 from previous years will remain archived in the eMPF website.

Forms going back to 2022 are available to view, print and/or save.

Annual Certifications





Completing Form OG1



Enter Your Information

m	pf Pa Fir	ortgage , Irtnership nance™	MANAGE USERS PR	OFILE MESSAGES	CONTACT US 6376-4610 MPF CUSTOM	13 LOG OUT
HOME	PRICING	TRANSACTIONS	EXHIBITS	REPORTS	RESOURCES	UPLOAD
Annual	al Eighility Certification (OG1) OG1 Form				
	Status : Not Subr	mitted				PROF
	Annual Elig The comp or the "Elig Requi	ibility Certification (OG1) letion of the MPF Participating gibility Certification") is manda red Submission Date: 1/31/2 Calendar Year Ended: 12/31/ PFI Name: 1111 PFI Number: Madeu	Financial Institution (tory. 2023 up State Bank	PFI) Annual Eligibility Cert Primary Address: City: Zip Code: Primary Telephone I	tification ("Form OG1"	

Enter your organization's address information and telephone number.



Servicing Question

Who services the loans you have delivered to the MPF Program?

Select N/A if your organization services MPF loans.

Select Subservicer is your organization utilizes a subservicer to service MPF loans.

Select Affiliate Servicer if an affiliate of your organization services MPF loans.

Select Servicer if servicing has been released/sold to another servicer (i.e. Colonial, SLS or IBMC).

Servicer and/or Subservicer/Loan Origination System/ Loan Servicing System

Subservicer, Affiliate Servicer, Servicer Information: If during the calendar year covered by this Eligibility Certification the PFI retained the servicing of all loans it delivered under the MPF Program, please select "N/A".

If during the calendar year covered by this Eligibility Certification the PFI by either (a) selling any Mortgage utilizing a concurrent and/or whole loan servicing sale option, (b) utilizing a Subservicer (including an affiliate which does not own the servicing right to the Mortgages), (c) utilizing an affiliate Servicer which owns the servicing right to the Mortgage, or (d) selling the servicing of any Mortgage to another servicer, other than as described in (a), the PFI must provide the following information for each Servicer, Subservicer or Affiliate Servicer during the calendar year that this AEC applies to:

O Subservicer O Affiliate Servicer O Servicer O N/A



Servicing Information

If an option other than N/A is selected, you must provide the name of your subservicer(s), affiliate servicer or servicer.

If utilizing more than one subservicer, click on the button to continue adding information.

Servicer and/or Subservicer/Loan Origination System/ Loan Servicing System

Subservicer, Affiliate Servicer, Servicer Information: If during the calendar year covered by this Eligibility Certification the PFI retained the servicing of all loans it delivered under the MPF Program, please select "N/A".

If during the calendar year covered by this Eligibility Certification the PFI by either (a) selling any Mortgage utilizing a concurrent and/or whole loan servicing sale option, (b) utilizing a Subservicer (including an affiliate which does not own the servicing right to the Mortgages), (c) utilizing an affiliate Servicer which owns the servicing right to the Mortgage, or (d) selling the servicing of any Mortgage to another servicer, other than as described in (a), the PFI must provide the following information for each Servicer, Subservicer or Affiliate Servicer during the calendar year that this AEC applies to:

⊙ Subservicer ○ Affiliate Servicer ○ Servicer ○ N/A

Address:		
City:	State:	Zip Code:
Contact Name:		
Telephone Number:		
() <u>-</u>		
Date of latest agreement wit	h Subservicer, Affiliate Servicer,	, or Servicer:

Loan Origination Systems

Does your organization use a Loan Origination System (LOS)?

Does the PFI use a loan origination system (LOS) that it obtained from a vendor? If so plea name of the LOS vendor, name of LOS system and version of LOS.	ase provide the
O Yes O No	Does the PFI use a loan origination system (LOS) that it obtained from a vendor? If so please provide the name of the LOS vendor, name of LOS system and version of LOS.
	Please provide the name of the vendor, the name of the LOS and the version of the LOS used:
	Encompass

If Yes, enter the name of your LOS in the box.

If No is selected, the comment box will not open.



Loan Servicing Systems (LSS)

If your organization services MPF loans and uses a LSS obtained from a vendor, enter the vendor and the version of the LSS used

Does the PFI as Servicer, or where applicable, any of the PFI's designated Servicer or Subservicer use a loan servicing system (LSS) that it obtained from a vendor? If so, please provide the name of the LSS vendor, the name of the LSS and the version of the LSS.

• Yes O No

Please provide the name of the vendor, the name of the LSS and the version of the LSS used:

Jack Henry

If No is selected, a comment box will not open.



Note About Certifications and Answering Upcoming Questions

Note: Unless otherwise specified, all obligations referred and certified to are deemed to have been performed during the calendar year covered by this Eligibility Certification and in accordance with applicable requirements of the Guides, defined as the MPF® Program Guide, all MPF Product specific selling and servicing guides, manuals, and related forms, exhibits, collectively. Any terms not defined in the Eligibility Certification shall have the meaning given in the MPF Guide Glossary. The singular "Guide" refers to the specific guide in which the term is used. The Guides may be found at http://www.allregs.com/tpl/public/mpf_tll.aspx.

For the following questions, if the answer to any certification is "No" explain in the space provided when and to whom at your MPF Bank the PFI previously reported the non-applicability item and why it does not apply to the PFI, and upload a document detailing the reason for this response as described in Section B Box 1. If any certification is not applicable please explain on an attachment.

If you answer NO to any of the questions that follow, a comment box will appear and an explanation must be provided.



Section A: Compliance with Laws

Section A. Selling and/or Servicing- Compliance with Applicable Law, MPF Program Requirements and MPF Product Specific Requirements

1. The PFI/Servicer hereby certifies it is compliant with all requirements, obligations and provisions, and representations and warranties as outlined in the Applicable Agreements, addenda, MPF Guides, MPF Announcements, and any applicable Investor and Government Agency requirements, including the following:

a. Being in compliance with all Applicable Laws, including but not limited to: i. Being properly licensed and in good standing with regulators in the jurisdictions in which it conducts business and not having been subject to any consent decrees or other regulatory remediation. ii. Unless express consent was provided by the MPF Bank, only selling Mortgage Loans into the MPF Program that are secured by property located in areas where Standard and Poor's does not define mortgages to be "Unratable". (See Guide Exhibit A- Anti-Predatory Lending Category.) iii. Having effective compliance procedures in place to ensure compliance with all Applicable Laws (see MPF Program Guide Chapter 7) and monitoring federal laws, rules and regulations and the laws, rules and regulations of each state or locality in which the PFI does business, and take the necessary steps to comply with any changes in the Applicable Laws.

O Yes O No

Need more details? Click HELP for resources.

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For any "No" response in Section A, an explanation must be provided and any related documentation must be uploaded.

Nortgage Partnership Finance

Section A (part b): Compliance with Requirements

b. Maintaining their eligibility status and being in compliance with all MPF Program requirements, including and not limited to: i. If the PFI is a Seller and/or Servicer for Government Loans, being in good standing with the applicable Government Agency and has not had an origination and/or servicing audit which resulted in a non-compliance or deficiency finding during the Applicable Time Period. ii. If the PFI is a Seller and/or Servicer for investors other that the MPF Bank, such as Fannie Mae and Freddie Mac, being in good standing with the applicable investor/enterprise and has not had an origination and/or servicing audit which resulted in a non-compliance or deficiency finding during the Applicable Time Period. iii. Having no principals and/or officers that are or have been the subject of a government debarment, exclusion or sanction within the past ten years. iv. Reporting to its MPF Bank any materially adverse changes to its business operations and/or structure or financial condition including changes in the PFI's legal structure, organization, status, ownership, business activities, source(s) of Mortgage (such as acquiring mortgages from third parties), Servicing and/or Servicing Rights of MPF Mortgage Loans, adding or changing Subservicers, or any other changes involving the PFI. (see MPF Program Guide Chapter 3.4.1) and v. Having in place and maintaining sufficient APL policies and procedures that ensure compliance with the applicable MPF Bank APL requirements. vi. Maintaining an in-house quality control program that: a. is deemed effective and in which findings are reported senior management within the time frame(s) specified in Chapters 8.10.1 and 8.10.2 of the MPF Program Guide and appropriate resolution action is taken; and b. follows sampling methodology in compliance with the requirements of Chapter 8 of the MPF Program Guide. vii. If delivering and/or servicing MPF Loans that are registered in MERS, complying with all requirements of its MERS Membership Agreement.

Read this statement and answer with Yes or No, as appropriate.



O Yes O No

Section A (part c): Compliance with MPF Product Requirements

c. Being in compliance with all applicable MPF product specific requirements, including but not limited to: i. Underwriting and delivering loans that are compliant with QM/ATR, as applicable. ii. Ensuring that all MPF Mortgage Loans that are being delivered and/or serviced by the PFI maintain the first lien position. iii. If delivering and/or servicing Government Loans, ensuring that Government Mortgage Loans are not subject to indemnification agreements nor any restrictions for origination and/or servicing benchmarks or tolerances imposed by the applicable Government Agency.

Additional attestation about compliance with all MPF product-specific requirements.



Section A (part d): Compliance with Credit Reporting Requirements

d. Reporting credit information to all four (4) credit reporting bureaus (Experian, Equifax, Innovis, and TransUnion), as required by MPF Traditional Servicing Guide Chapter 2.16.

• Yes • No

If not reporting to all four repositories, select No and provide an explanation.



HMDA Reporting

Legal Entity Identifier (LEI) - HMDA Reporting

Does the PFI/Servicer collect and report HMDA data? A PFI/Servicer may not report HMDA data due to area of lending, volume, asset size and other factors which are outlined in Home Mortgage Disclosure Act (Regulation C) section on Financial Institutions. (If your answer is "Yes"- Please enter your Legal Entity Identifier (LEI) Number in the box that will populate below after "Yes" is selected. If your answer is "No", please check Section B box 1 and upload documentation explaining your response.)

O No O Yes

12345678912345678901

If your organization collects and reports HMDA data, respond Yes. Enter your Legal Entity Identifier Number (LEI).

If you select No, the box will close and you must supply documentation to support your response. Check Box 1 in Section B to note that supporting documentation needs to be provided.

Section B. Documents

Select all applicable documents that you will be uploading for the 2022 Annual Eligibility Certification. The MPF Bank and/or MPF Provider reserves the right to request any additional documentation they deem necessary.

1. For any "No" responses in Section A, provide a document detailing the reason for the response and, if applicable, attach any supporting documentation.

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Anti-Predatory Lending Software

Anti-Predatory Lending (APL) Software

The PFI certifies that during the calendar year covered by this Eligibility Certification and up to the date of this certification:

It uses a commercially available APL compliance/screening software program? (If your answer is "Yes"- Please provide the name of the software program in the box that will populate below after "Yes" is selected. If your answer is "No", please check Section B box 1 and upload documentation explaining your response.)



If your organization uses APL compliance software, select Yes and enter the description of the software into the box.

O No ⊙ Yes

built into LOS

If No is selected, per Box 1 of Section B, upload any documentation to explain your response.



Section B: Documents

Section B. Documents

Select all applicable documents that you will be uploading for the 2022 Annual Eligibility Certification. The MPF Bank and/or MPF Provider reserves the right to request any additional documentation they deem necessary.

- 1. For any "No" responses in Section A, provide a document detailing the reason for the response and, if applicable, attach any supporting documentation.
- 2. Certificates of Insurance (COI) in effect as of December 31 of the Applicable Time Period, or if a COI is not available, policies or insurance declarations for both Fidelity Bond Insurance and Error & Omissions Insurance for mortgage coverage as referenced in Form OG2. The following information must be highlighted, if applicable, in the documents that are submitted for both Fidelity and Errors & Omissions (E&O) insurance: a. Name and contact information of insurer b. Coverage amounts c. Deductible Amounts d. Where the applicable MPF Bank is listed as additional insured or loss payee (if provision can be obtained) e. Type of E&O loss coverage (aggregate loss or per mortgage loss)

- 1. As already noted, if you answered No to any of the questions in Section A, provide documentation to support your explanation.
- 2. Supply Certificates of Insurance in effect as of December 31, 2023. If not available, policies or insurance declarations for Fidelity Bond Insurance and Errors and Omissions Insurance.



Section B: Supplemental Documentation

3. Any exam or audit mortgage operations, origination or servicing related non-compliance or deficiency findings as referenced in Section A(1)(a)(i) and/or Section A(1)(b)(i) above (if privileged, provide a summary of the non-compliance or deficiency identified) and summary of how the findings were addressed and corrected from any of the following: a. State or Federal Regulator b. Government Agency (including VA, HUD, FHA, or RHS) c. Fannie Mae and Freddie Mac d. Other mortgage loan investors

4. Most recent monthly QC Summary Report provided to the senior management for both pre-closing and post-closing reviews, including detailed information on the most severe defects, trend analysis, (for postclosing) target defect rate compared to actual defect rate, senior and applicable department management responses and any corrective action plans, if applicable, as required by the MPF Guides. (Potentially add additional docs for upload, including most recent QC Policy)

- 3. If any exam or audit resulted in deficiency findings, provide a summary of how the findings were addressed and corrected.
- 4. Sellers Only: Include your most recent QC Summary Report for both pre-closing and postclosing reviews.



Section B: Supplemental Documentation

5. If, during the Applicable Time period that the AEC applies to, substantive revisions have been made to your in-house QC Plan that have not been approved by your MPF Bank, please provide a redlined version of the QC Plan highlighting the substantive revisions. 5. Sellers Only: Did your organization make substantial changes to your in-house QC plan last year that the MPF Bank has not yet approved?

If so, provide a redlined version, highlighting the revisions.



Section B: Supplemental Documentation

 6. Any other document or information specifically requested by the MPF Bank or the MPF Provider.

7. Any other documentation or information you would like to provide in support of your Annual Eligibility Certification. 6. Has your MPF Bank requested any specific documentation?

7. Include any other documentation to support your AEC submission, if needed.



Agreement and Certification

Agreement

By executing and submitting this Eligibility Certification, I hereby agree that the statements and certifications set forth above and below are true and correct. I represent and certify that I am authorized to execute and submit this Eligibility Certification on behalf of the PFI pursuant to the requirements of the Guides.



By executing and submitting this Annual Eligibility Certification, the documents required under Section B, and any other information or documentation that the MPF Bank requires, the undersigned hereby certifies under penalties of perjury that the statements, certifications and documentation provided in relation to this Annual Eligibility Certification are accurate, true and correct. I understand that the MPF Bank will be relying upon the information contained in this Annual Eligibility Certification and the supporting documents and any misrepresentation or omission may constitute a civil or criminal violation and may be cause for suspension or termination as a Seller and/or Servicer by the MPF Bank. I further represent that I am authorized to execute and submit this Annual Eligibility Certification on behalf of the PFI pursuant to the requirements of the Guides.

Check the agreement acknowledgment box.



Save and Submit

The Eligibility Certification must be submitted and executed on behalf of a PFI or Servicer by an individual authorized to do so pursuant to the requirements of the Guides.



The Authorized Signer and Title fields are editable.

The email and phone number do not have to belong to the authorized signer. The email and phone number should belong to the individual who will act as a primary contact.

Click **SAVE** to check for any omissions.

If you would like to save or print a copy before submitting, return to the beginning of Form OGI (as seen on the next slide).



Save and/or Print





Submit

The Eligibility Certification must be submitted and executed on behalf of a PFI or Servicer by an individual authorized to do so pursuant to the requirements of the Guides.



Please direct any questions regarding this Eligibility Certification process to your MPF Bank representative.

Once you have saved and retained a copy of Form OG1, you may click SUBMIT.



How to Upload Supplemental Documentation



Supplemental Information Upload

m	pf Mc Pai Fin	rtgage rtnership ance™	PROFILE	MESSAGES	CONTACT US 40	03-32596 LOG OUT
HOME	PRICING	TRANSACTIONS	EXHIBITS	REPORTS	RESOURCE	ES UPLOAD
Welcome	·		Reminder submitted the closing	: Under no circumstanc for funding unless the g agent/title company.	tes are mortgage loans to loan has closed and dist	b be bursed with

From the home screen, select UPLOAD

Next, select Annual Eligibility Certification (AEC)





Browse for Your File(s) and Upload



- A file name is not required.
- If possible, limit your upload to one file.
- Most of the common file format types are acceptable.
- Select **BROWSE** to find your file(s).
- Click UPLOAD



Completing Form OG2



Form OG2: Fidelity and E&O Coverage

		ortgage artnership	MANAGE USERS	PROFILE MES	SSAGES CONTAG	CT US 6376	-46103	LOG OUT
		nance™				MPF CU	STOMER	SERVICE PORTAL
HOME	PRICING	TRANSACTIONS	EXHIBITS	RE	EPORTS	RESOURCE	ES	UPLOAD
Exhibits > MP	F Fidelity / E&O Worksheet OG	2						
	Status : Not Sub Section Note: perfor applica selling the Elii "Guide http:// Omiss	mitted Unless otherwise specified, med during the calendar ye able requirements of the Gu and servicing guides, manu gibility Certification shall hav "refers to the specific guide www.allregs.com/tpl/public ions (E&O) Insurance Works	all obligations referre ar covered by this Elig uides, defined as the M uals, and related forms ve the meaning given e in which the term is /mpf_tll.aspx. The con sheet (Form OG2) is m	d and certified to gibility Certification MPF® Program Gu s, exhibits, collecti in the MPF® Guic used. The Guides npletion of the Mi andatory.	are deemed to hav on and in accordance uide, all MPF Produc tively. Any terms no de Glossary. The sin s may be found at: PF® Fidelity and Err	e been e with tt specific t defined in igular rors &	PRINT	
	Require	ed Return Date: 1/31/2024 PFI Name: Madeup Sta	ite Bank	Calendar Year Ei PFl Nur	nded: 12/31/2023 mber: 1111			



Servicing Portfolio

Section 2

1. Servicing Portfolio - Compute using definition below:

a. The total portfolio of all first-lien 1-4 single family and multi-family residential mortgage loans (MPF Program loans and non-MPF Program loans) serviced by the PFI for itself and others, ("Base"), including all residential mortgage loans serviced on the PFI's behalf by a Subservicer and/or a designated Affiliate Servicer as of December 31 of the Applicable Time Period:

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b. Does the Base consist of residential 1-4 family properties only?
 (If Yes, the minimum limit of E&O Insurance coverage is capped at \$10 million.)

O Yes ⊙ No

Enter the dollar amount of your servicing portfolio as of December 31, 2023

Multi-family residential mortgage loans are properties like an apartment building where the entire building is used for residential purposes (no retail or commercial activity on the property).

The balance should include any first lien home equity lines of credit and home equity loans.



Fidelity Insurance Coverage

2. Fidelity Insurance Coverage

Minimum Fidelity Insurance: (NOTE: If Base in Section 2.1.a above is: • < \$100 million: minimum required insurance limit is: $300,000 \cdot \le 500$ million: minimum required insurance limit is: 300,000 + 0.150% of Base over 100 million $\cdot \le 1$ billion: minimum required insurance limit is: 900,000 + 0.125% of Base over 500 million $\cdot > 1$ billion: minimum required insurance limit is: 1,525,000 + 0.100% of Base over 1 billion). If the actual Fidelity insurance (2.2.b) is less than the minimum Fidelity insurance (2.2.a) then the PFI is not in compliance with the insurance requirements stated in the MPF Guides, and the PFI should reach out directly to their MPF Bank Representative.

a) Minimum fidelity insurance

\$300,000



() HELP The minimum amount of required fidelity insurance will auto-populate. This number is based upon the servicing portfolio figure you provided.

Insert your actual fidelity insurance coverage amount. It should be equal to or greater than the auto-populated minimum.



Errors and Omissions (E&O) Coverage



- Select the appropriate E&O coverage type.
- If Aggregate is selected, the box below will remain grayed-out.
- If *Mortgage* is selected, you must insert the unpaid principal balance (as of Dec 31, 2023) of the largest residential loan in your portfolio.



E&O Coverage

b. Minimum E&O insurance (NOTE: If Base in Section 2.1.a above consists of residential 1-4 family properties only, the minimum limit of E&O insurance coverage may be capped at \$10 million, otherwise minimum E&O insurance coverage must be at least equal to minimum required fidelity insurance coverage -See Section 2.2.a above). If the actual E&O insurance (Section 2.3.c) is less than the minimum E&O insurance (Section 2.3.b) then the PFI was not in compliance with the insurance requirements stated in the MPF Guides, and the PFI should reach out directly to their MPF Bank Representative.

\$1,250,000



Enter your actual amount of E&O coverage.



Enter Actual Amounts for Deductibles





Questions About Coverage

Section 3

a. The PFI or Servicer has its own policy, or is covered under its parent's fidelity insurance and/or E&O insurance policy, and meets the minimum limit of liability coverage based on the Base amount for the consolidated parent entity and all parent related institutions.

⊙ Yes O No

b. The PFI's E&O insurance policy has no sublimits on the insurer's liability or has sublimits that meet the MPF Program requirements (i.e. policy provides for full liability on property insurance losses, and sublimits equal at least 15% of the liability that applies for property insurance).

• Yes O No

c. An officer or director (including its principle owner) of the PFI has NOT been removed from the Fidelity Bond Coverage during the AEC review period. (Select Yes if this is correct, Select No if an officer or director HAS been removed during the AEC review period) ③ Yes O No

d. The fidelity Insurance and E&O insurance policies, including coverage and deductible amounts, comply with all requirements of the Guides including those not specifically addressed in this Annual Eligibility Certification Form.

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HELP

⊙ Yes ○ No

Answer questions a., b., and c.

Question d. will auto-fill based on whether your coverages entered meet MPF Program requirements.



Insurance Agency Information

e. (Optional) It is helpful if the PFI provides the MPF Bank with the insurance agency's name and contact information in order to obtain clarification and information regarding the PFI's fidelity and E&O insurance coverage. Providing this insurance agent information does not relieve the PFI of its obligation to provide the requested information and documentation to its MPF Bank.

Name:	Contact Name:
Address:	Telephone Number:
City:	
State: Zip Code:	
•	

Please provide your insurance agency contact information.

It is optional, but can save time if anything requires clarification in the future.



Acknowledgment

Section 4

I hereby represent and warrant that all information contained in this form OG2 and all supporting documents is complete and accurate.

I understand that the MPF Bank will be relying upon the information contained in this Form OG2 and all supporting documents and any misrepresentation or omission may constitute a civil or criminal violation and may be cause for suspension or termination as an Originator or Servicer by the MPF Bank.

Following the submission of the form OG2, please upload a copy of your institution's current Fidelity Bond and E&O Insurance certificates or declarations pages. The following information must be highlighted, if applicable, in the documents that are submitted for both Fidelity and Errors and Omission insurance: (1) Coverage amounts as required under the Guides, (2) Where the applicable MPF Bank is listed as additional insured or loss payee, (3) Type of loss coverage (aggregate loss or per mortgage loss), (4) Deductible amount as required under the Guides.



 By executing and submitting this form OG2, I hereby agree that the statements and certifications set forth above are true and correct. I represent and certify that I am authorized to execute and submit this Eligibility Certification on behalf of the PFI pursuant to the requirements of the Guides. Check the box attesting to the accuracy of the information being provided on form OG2.

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HELP



Acknowledgment

This form OG2 must be submitted and executed on behalf of a PFI or Servicer by an individual authorized to do so pursuant to the requirements of the MPF Guides. Authorized Signer Printed Name Chad Blue PFI Name **PFI Number** Madeup State Bank 1111 Date Authorized Signer Email Address 01/04/2024 blue@noemail.none: Phone 11) 999-0001 SAVE SUBMIT Please direct any questions regarding this worksheet to your MPF Bank representative.

Enter the Authorized Signer Details.

The email and phone number do not have to belong to the authorized signer if another individual is monitoring/handling the form/document submission

Click SAVE before submitting to check for any missing information.

To print or save a copy, return to the top of Form OG2 and click on the print icon (as seen earlier for Form OG1).

Click SUBMIT when finished.



Notifications



Notifications

Automated email notifications will be sent out during the submission process

- An Accept email indicates the form(s) are completed and the necessary documentation has been received. "Accept" does not mean approved, just that everything to be reviewed has been successfully received.
- A Reject email indicates that either the form(s) is not completed properly and/or required documentation is missing

The email will state that you will be contacted and will provide an email address to respond to, if needed.

• A Certification Complete email indicates that the forms and documents have been reviewed and certification is complete.



Helpful Information

- Both Forms OG1 and OG2 must be submitted electronically, paper forms are not permitted.
- Any supplemental documentation must be uploaded through the eMPF website.
- All Form OG1 and OG2 submissions along with any required supplemental documentation is due by Wednesday, January 31.



Resources



Contact information for each Federal Home Loan Bank is found on the MPF Program website

www.fhlbmpf.com





If you have any further questions about your annual certification, you may also contact the MPF Service Center



Email - <u>MPF-Help@FHLBC.com</u> Hours - 8:30 am to 4:30 pm CST Phone: (877) 345-2673

You may also visit our new <u>MPF Customer Service Portal</u> available on our website, www.fhlbmpf.com

