

# Introduction to MPF® Traditional Product Investor Reporting

November 2021

# About this Content

The content provided in this presentation is based on the current information in the MPF® Traditional Servicing Guide. The information is valid as of the date of this training. This presentation should not be used in place of the MPF Traditional Servicing Guide. 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 [www.fhlbmpf.com](http://www.fhlbmpf.com) and via AllRegs®.

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# Agenda

- Remittance Types and the Reporting Cycle
- Monthly Reports
- Delinquent Loan and Bankruptcy Status Reporting
- Payoffs, Partial Payments and Curtailments
- The Turnaround Report Process
- Exception Clearing Reports
- Notifications
- Putting the Pieces Together



# Remittance Types and the Reporting Cycles

# Remittance Types – At a Glance

Actual/Actual Single Remittance	Actual/Actual	Scheduled/Scheduled
<p>All P&amp;I payments, liquidations or curtailments received (minus the servicing fee) are remitted by the 18<sup>th</sup> of each month.</p> <p>If the 18<sup>th</sup> falls on a weekend or holiday, funds must be remitted by the prior business day.</p>	<p>On the first business day of each month, any P&amp;I payments, liquidations or curtailment amounts minus the servicing fee must be remitted.</p> <p>Funds are remitted anytime P&amp;I payments, liquidations or curtailments received (minus the servicing fee) exceeds \$2500.</p>	<p>All P&amp;I payments due, plus liquidations or curtailments received (minus the servicing fee) are remitted by the 18<sup>th</sup> of each month.</p> <p>All scheduled P&amp;I payments due are required to be remitted monthly, even if a borrower fails to make their payment.</p> <p>If the 18<sup>th</sup> falls on a weekend or holiday, funds must be remitted by the prior business day.</p>

# The Reporting Cycle

- **The activity cycle**

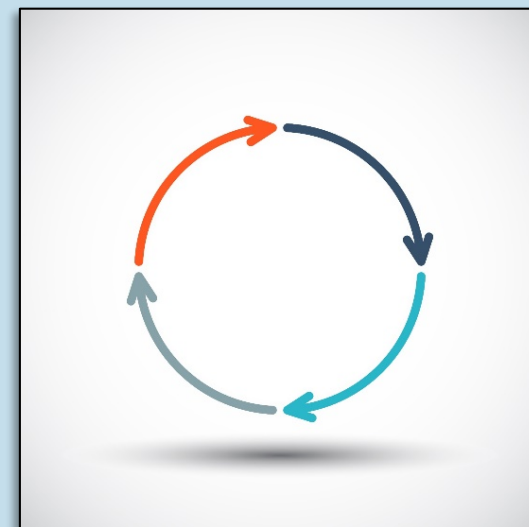
- ✓ Based on a calendar month.

- **Accounting cut-off**

- ✓ Last calendar day of each activity month.

- **Investor reporting calendars are found in the MPF Guides.**

- ✓ The MPF Traditional reporting calendar is found as ***Exhibit A*** under the ***Exhibits*** section of the MPF Guides.





# Reporting Due Dates

Need help keeping track of reporting due dates?

- *MPF Traditional Product Investor Reporting Calendar* (Exhibit A)
- Located under the *Exhibits* section of the MPF Guides: <https://www.fhlbmpf.com/mpf-guides/guides>

The screenshot displays the MPF Mortgage Partnership Finance website. The top navigation bar includes 'Products', 'FHLBanks', 'Guides', 'Resources', 'Education', and 'About Us'. The 'Resources' tab is highlighted. Below the navigation bar, the 'Exhibits' section lists 'Exhibit A: 2020 MPF Traditional Product Investor Reporting Calendar'. The main content area features a large orange banner with the text 'Investor Reporting Calendar'. Below the banner, there is a section for downloading reporting reminders, including a 'Product Type' dropdown menu and a 'Download Events' button. The bottom of the page shows a calendar for November 16, 2020, with a 'Download Instructions' button.

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

# Monthly Reports



# Due Dates for Monthly Reports

## MPF Traditional Product Monthly Reports

Monthly reports are due to Computershare\* no later than 5:00 PM EST on the **5<sup>th</sup>** business day of each month.

## What reports are due?

\*Earlier this year the MPF Program Master Servicer, Wells Fargo was acquired by Computershare Limited. As a result, the name Wells Fargo will be replaced with “Computershare”. The acquisition will not affect the services of the Master Servicer.

# Mortgage Loan Transaction Journal

- Also known as a **Loan Level Activity Report**
- **Exhibits C or D** may be used as a template
  - ✓ Exhibit C is an ASCII Text File
  - ✓ Exhibit D is an Excel File
- Reports individual loan activity
- Submitted monthly, uploaded into Computershare's ServicerConnect portal

**Exhibits C and D** are found in the **Glossary, Exhibits and Forms** section of the MPF Guides.

Electronic Transmission - ASCII Text File Layout (Exhibit C)




Exhibit C
Data Field Elements Required for Submission by File

Data Field #	Field Name	Position	Field Length	Field Format Example	Field Type	Comments	Mandatory or Optional
1	Unit Code	001-002	2	"spaces"	alpha numeric	Leave blank	
2	MPF Loan Number	003-012	10	0123456789	alpha numeric	Loan number assigned by MPF Program <i>Note: Loan Number should be right justified and filled with preceding zeros.</i>	Mandatory
3	Borrower Name	013-032	20	John Smith	alpha numeric	The primary Borrower's first and last name.	Mandatory
4	P&I Constant	033-043	11	00000062430 <i>Indicates a P &amp; I constant amount of \$624.30</i>	numeric implied (2) decimal	The contractual Principal and Interest Payment amount stated in the Note	Mandatory
5	Note Rate	044-049	6	068750	numeric implied (4) decimal	The interest rate on a Mortgage Loan required by the	Mandatory

Electronic Transmission – Excel Data File Format (Exhibit D)




Exhibit D

**Excel Columns**

A	B	C	D	E	F	G	H	I	J	K	L	M
MPF Loan #	Servicer Ln No.	Borrower Name (optional)	P&I	Note Rate	SF Rate	Inv Rate	End Bal	Date Due	Prin	Gross Int	Svc Fee	Net Int

N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Curtail 1	Curtail 1 Pmt Dt	Curtail 2	Curtail 2 Pmt Dt	Curtail 3	Curtail 3 Pmt Dt	Action Code	Liqu Date	Liqu Prin	Liqu Int	Liqu SF	Curt Int (\$S Only)	End Sched Bal (\$S Only)

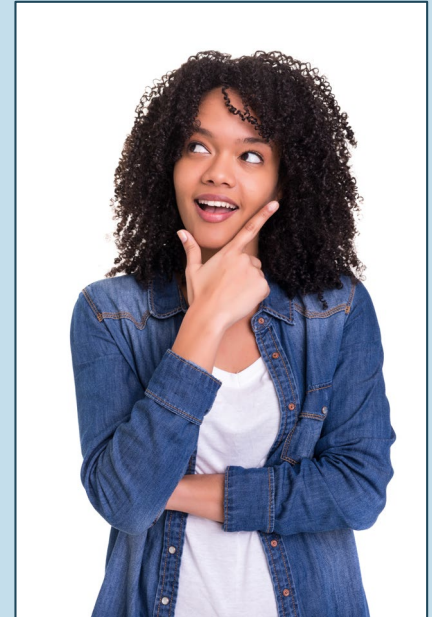
AA	AB	AC	AD
T&I Bal (Govt MBS Only)	P&I Bal (Govt MBS Only)	Other Bal (Govt MBS Only)	Removal Reason (Govt MBS Only)

# Knowledge Check

Which of the following is **not** reported on a loan level activity report?

- a. Monthly Principal Paid
- b. Monthly Tax Escrow Payment Collected
- c. Monthly Interest Paid
- d. Principal Reductions (curtailments)
- e. Ending Principal Balance


*b. Escrows payments are not reported on the loan level activity report, nor are they remitted.*



# Form SG300

- Form SG300 is also known as the **Monthly Summary and Remittance Report**
- It reconciles and summarizes loan count and principal balances with the trial balances of loans
- The form is uploaded into the ServicerConnect portal.
- Form SG300 is found in the **Glossary, Exhibits and Forms** section of the MPF Guides.

**Monthly Summary and Remittance Report (Form SG300)**


  
Mandatory  
Pension  
Funds

FI Number:  Service Name:

Printed Name of Employer:  Title:

Email:  Phone Number:

Date Submitted:

Choose one of each category per form:

MPF Employer  
☐ MPF Participant  
☐ MPF Plan  
☐ MPF Investment Risk

Investment Type  
☐ Commercial  
☐ Commercial/Industrial  
☐ Commercial/Industrial

Accounting documents received  
☐ Yes  
☐ No

List any supporting documents and/or any missing documents and provide an explanation for any missing documents:

**Portfolio Summary**

Time Period Covered:

Field	Value
<b>Beginning Loan Count</b>	
<b>Loans Added</b>	
<b>Loans Removed</b>	
<b>Ending Loan Count</b>	
<b>Actual Beginning Principal Balance</b>	
<b>Actual Ending Principal Balance</b>	
<b>Scheduled Beginning Principal Balance</b>	
<b>Scheduled Ending Principal Balance</b>	
<b>Monthly Principal</b>	
<b>Commitments</b>	
<b>Liquidation</b>	
<b>Other Principal</b>	
<b>Interest Added on Commitments Since 3/25/2010</b>	
<b>Total Principal</b>	<b>\$5.00</b>
<b>Monthly Interest</b>	
<b>Service Fees</b>	
<b>Other Interest</b>	
<b>Total Interest</b>	<b>\$5.00</b>
<b>Total Principal and Interest</b>	<b>\$5.00</b>
<b>Total Realized Gain/Loss Form SG300</b>	
<b>Total Realized Losses/Losses Form SG300</b>	
<b>Total Realized Return</b>	<b>\$5.00</b>

# Naming Monthly Reporting Files

It is critical to use the proper naming convention when uploading monthly reports

- **Naming convention for loan level activity files:**

- ✓ Computershare provides Servicers with a unique file name which begins with the letter 'C' followed by a series of digits.
- ✓ Use the file name provided to your organization (**example: c123456**).

- **Naming convention for Form SG300:**

- ✓ **PFI#\_SG300\_MMYYYY** (example: 1111\_SG300\_102021)
- ✓ The date should reflect the month and year of the upload.

# Delinquent Loan and Bankruptcy Reporting

# Reporting Delinquencies and Bankruptcies

- By the 5<sup>th</sup> business day of each month, Servicers must also report any delinquent loans (30+ late) and loans impacted by a known bankruptcy on the **Delinquent Mortgage & Bankruptcy Status Report (Exhibit B)**.
- All **Exhibit B** files must be uploaded into the eMAQCS<sup>®</sup>plus default management system.
- Credential requests for eMAQCSplus are submitted via the MPF Website, [www.fhlbmpf.com](http://www.fhlbmpf.com)

e**MAQCS**plus



# Exhibit B

The required Exhibit B template (Excel format) with instructions is located in the *Glossary, Exhibits and Forms* section of the MPF Guides.

mpf

Mortgage  
Partnership  
Finance™

SubscribeMPF Guide

ProductsFHLBanksGuidesResourcesEducationAbout Us

» MPF Acronyms

» Glossary Final

Exhibits:

» Exhibit A: Anti-Predatory Lending Category

» Exhibit A: 2020 MPF Traditional Product Investor Reporting Calendar

» Exhibit A-X: 2020 MPF Xtra Investor Reporting Calendar

» Exhibit B: Delinquent Mortgage Report - Instructions

» Exhibit B: Delinquent Mortgage Report - Excel Template

» Exhibit C: ASCII Text File Layout



	A	B	C	D	E	F	G	H	I	J
1	ACTION_CODE	SERVICER_LOAN_NBR	LOAN_NBR	CLIENT_NBR	SERV_INVESTOR_NBR	BORROWER_FIRST_NAME	BORROWER_LAST_NAME	PROP_ADDRESS	PROP_STATE	PROP
2										

# Exhibit B

**The proper completion of Exhibit B is required to ensure a successful upload**

- Do not omit data from required fields.
- Do not enter invalid data into a column that requires a date.
  - ✓ All date fields should show an actual date, not N/A or NA, etc. If no date to report and field is not required, leave blank.
- Make sure the **MPF Loan Number** is correct.
- **Exhibit B** must continue to be submitted monthly for each delinquent loan even if there has been no change to the delinquency status code.

# Monthly Upload Summary

Form Name	Due Date	Delivery Method	Notes
Exhibit C or D Loan Level Activity Report	5 <sup>th</sup> business day of each Month	Upload into Computershare's ServicerConnect portal	
SG300	5th business day of each month	Upload into Computershare's ServicerConnect portal	
Exhibit B	5 <sup>th</sup> business day of each month	Upload into eMAQCSplus	Not required if there are no loans to report that are over 30 days delinquent or have a known bankruptcy

# Payoffs, Partial Payments, and Curtailments

# Liquidation/Payoff Calculations

- Interest on liquidations is calculated using the 360/365 method.
- Interest for the full month is calculated using 30 days (360-day year).
- Interest owed for a partial month is counted from the first day of the month through the day prior to payoff. The day of payoff is not included in the per diem amount.

**Backdated payments are not permitted.**



# Liquidation/Payoff Calculations

**Nelson is selling his condo. He is closing on January 7. The loan will be paid off on the same day.**

If Nelson doesn't make his January payment, how many days of interest need to be added to his principal balance?

- a. 38 days**
- b. 37 days**
- c. 7 days**
- d. 36 days**



**d. 36 days. He owes 30 days for December's interest and 6 days for January. Do not include the day the loan is paid off.**

# Partial Payments

- Partial payments **are not to be applied** to the borrower's mortgage until a full monthly payment (PITI) is received.
- Partial payment funds held by the Servicer should be deposited to the T&I custodial account (an unapplied or suspense bucket) until the full monthly payment is received.





# Curtailments

**Curtailments are additional funds applied to pay down the principal balance of a loan**

- Loans must be current before applying curtailment funds.
  - ✓ If loan is delinquent, or a payment is due, funds are first applied to the bring the loan current and/or make the current month's payment.
- The interest portion of the next installment due is calculated on the unpaid balance (UPB) of the loan, **after** the application of the curtailment.
- For reporting purposes, the curtailment date always reverts back to the monthly payment due date it follows.

# Curtailments

- Curtailments do not delay the next payment due date or reduce the next monthly payment.
- Curtailments greater than \$5,000 or 10% of the principal balance may be considered for a recast, allowing for a lower monthly P&I payment versus a shorter loan term.
  - ✓ Recast documentation must be forwarded to [MPFLoanAccounting@fhlbc.com](mailto:MPFLoanAccounting@fhlbc.com) for **review** and **approval**.
  - ✓ Computershare cannot make payment updates until notified of the re-cast approval.

# Curtailments

Carlos and Rita made their regular monthly payment on November 2<sup>nd</sup>. Today (November 10), they made a principal reduction (curtailment) of \$1,000. When you report their loan activity in December, what should the curtailment date be?

- a. November 10
- b. November 1
- c. November 2
- d. December 1

**b. November 1.**



# The Turnaround Report Process

# Reporting Process

## What is Computershare's Role?

- Loan transaction processing, review of monthly reports.
- Initial and Final Turnaround Report (TAR) preparation and delivery.
- Exception Clearing Report (ECR) processing.
  - ✓ ECRs are submitted only to correct errors made by the Investor.



# The Turnaround Report Process

**Computershare reviews the monthly reports to determine if there are any discrepancies between the Servicer's and the Investor's data**

- Results of this review are provided on an **Initial Turnaround Report (iTAR)**.
- **Exception Clearing Reports (ECRs)** note any corrections that the Servicer feels the Investor must make to their data.
- A **Final Turnaround Report (fTAR)** is provided by Computershare to summarize final monthly activity.

Type of Report	Due or Received
Initial Turnaround Report (iTAR) provided by Computershare	Computershare will provide within two business days of receiving monthly reports
Exception Clearing Report (ECR) due to Computershare (when applicable)	If required, ECRs are due by Noon EST by the date noted on the MPF Traditional Investor Reporting Calendar (Exhibit A).
Final Turnaround Report (fTAR) provided by Computershare	Computershare provides a Final TAR by 5 PM EST no later than the date noted on the MPF Traditional Investor Reporting Calendar (Exhibit A).

# iTAR Layout



## SERVICER TURNAROUND - INITIAL REPORT Servicer Number -

	Nbr Of Months	Loan Nbr	P&I	Note Rate	Serv Fee Rate	Prin Amt	Interest Amt	Curt Amt	Curt Int	Prin Adj Amt	Liq Amt	Act End Bal	Sch End Bal	BorrNext Due Date	Paid in Full Date	Act Code
MPF Program																
Investor	2		599.55	6.0000	0.25	173.11	408.67	0.00	0.00	0.00	0.00	85,459.54	85,114.14	11/01/16		0
Servicer			599.55	6.0000	0.25	173.27	408.51	0.00	0.00	0.00	0.00	85,427.60	85,081.87	11/01/16		
Difference			0.00	0.0000	0.00	-0.16	0.16	0.00	0.00	0.00	0.00	31.94	32.27			
Investor	2		725.04	3.3750	0.25	299.66	393.87	0.00	0.00	0.00	0.00	151,540.57	150,945.59	11/01/16		0
Servicer			725.04	3.3750	0.25	298.84	394.63	0.00	0.00	0.00	0.00	151,837.50	151,240.66	11/01/16		
Difference			0.00	0.0000	0.00	0.82	-0.76	0.00	0.00	0.00	0.00	-296.93	-295.07			
Investor	1		1,523.22	3.2500	0.25	652.48	803.76	-1,000.00	-2.71	0.00	0.00	322,504.48	321,854.71	12/01/16		0
Servicer			1,523.22	3.2500	0.25	652.48	803.76	-1,000.00	0.00	0.00	0.00	322,507.19	321,857.43	12/01/16		
Difference			0.00	0.0000	0.00	0.00	0.00	0.00	-2.71	0.00	0.00	-2.71	-2.72			
Total Loan Differences			3			0.66	-0.60	0.00	-2.71	0.00	0.00	-267.70	-265.52			
Summary Report																
		Loan Cnt				Prin Amt	Interest Amt	Curt Amt	Curt Int	Prin Adj Amt	Liq Amt	Act End Bal	Sch End Bal			
MPF Program																
Investor		1,437				1,030,602.92	965,052.91	99,033.47	143.98	0.19	2,013,438.59	288,809,213.98	287,198,652.32			
Servicer		1,437				1,030,602.26	965,053.43	99,033.47	0.00	0.00	2,026,168.68	288,809,481.68	287,198,917.84			
Total Differences						0.66	-0.52	0.00	143.98	0.19	-12,730.09	-267.70	-265.52			

How many months has this item been on the report?

Does the Investor information match your Servicer information? If not, where's the difference?



# Initial Turnaround Reports

Servicer Turnaround Initial Report															
Cycle Date 11/01/2004															
11111	XYZ Credit Union														
	# of	Loan	P&I	Note	ServFee	Prin	Interest		CurtInt	PrinAdj	Liq	ActEnd	SchEnd	BorrNext	Paid in
	Mo.	Idbr	Amt	Rate	Rate	Amt	Amt	Amt	Amt	Amt	Amt	Bal	Bal	DueDate	FullDate
Investor	2	0000666666	1,069.53	7.5000	0.2500	445.15	603.57	.00	0.00	0.00	.00	99,455.25	0.00	11/01/2004	
Servicer		6666	1,069.53	7.5000	0.0000	445.15	624.38	.00	0.00	0.00	.00	99,455.25	0.00	11/01/2004	
Difference						0.00	-20.81	0.00	0.00	0.00	0.00	0.00	0.00		
Investor	1	0000444444	656.48	5.3750	0.2500	0.00	180.24	.00		0.00	75,507.84	0.00	0.00	10/18/2004	60
Servicer		4444	656.48	5.3750	0.2500	0.00	190.84	0.00		0.00	75,507.84	0.00	0.00	11/01/2004	10/18/2004 60
Difference						0.00	-10.60	0.00		0.00	0.00	0.00	0.00		
Investor	1	0000777777	646.50	6.2500	0.2500	99.62	525.00	.00		0.00	.00	104,900.38	0.00	12/01/2004	
Servicer		7777	646.50	6.2500	0.2500	0.00	0.00	0.00		0.00	.00	105,000.00	0.00	12/01/2004	
Difference						99.62	525.00	0.00		0.00	0.00	-99.62	0.00		

1. The Servicer reported gross interest, not net interest.
2. Interest was collected through the date of payoff, not up to.
3. The 1<sup>st</sup> payment due date was reported incorrectly.

# Common Reporting Errors

- Incorrect investor (MPF) loan number
- Incorrect borrower next due date reported
- Incorrect curtailment date (should be the payment date the curtailment follows, not the transaction date).
- Failure to report an Action Code and liquidation date on paid in full loans.
- Failure to report a next payment due date on paid in full loans.
- Reporting interim interest or interest collected from the borrower at closing.
- Re-cast modification is processed and the MPF Provider is not notified.

# Exceptions

**Many exceptions are created based on how the loan is initially established on the Servicer's system**

**iTARs will show differences between:**

- P&I constant
- Note rate
- Ending principal balance
- Next due date

**How to avoid these exceptions:**

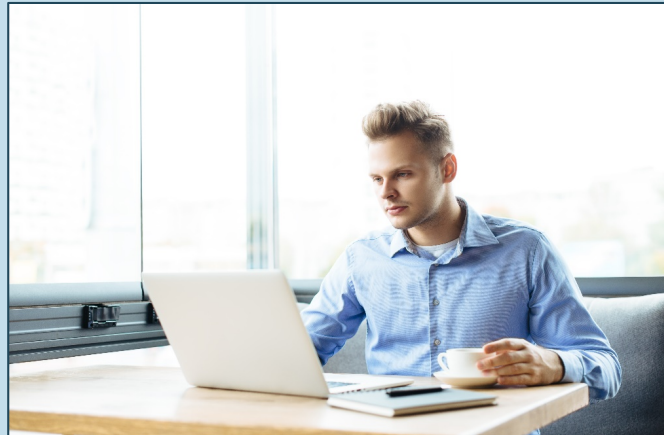
- Have an audit process in place to verify that loan data entered into your servicing system is accurate.
- At the time a loan is boarded, ensure that the balance and payment due date matches what was reported at the time the loan was sold into the program.

# Exception Clearing Reports

# Exception Clearing Reports (ECR)

**The Servicer is responsible for completing the ECR whenever a correction needs to be made on the Investor's system.**

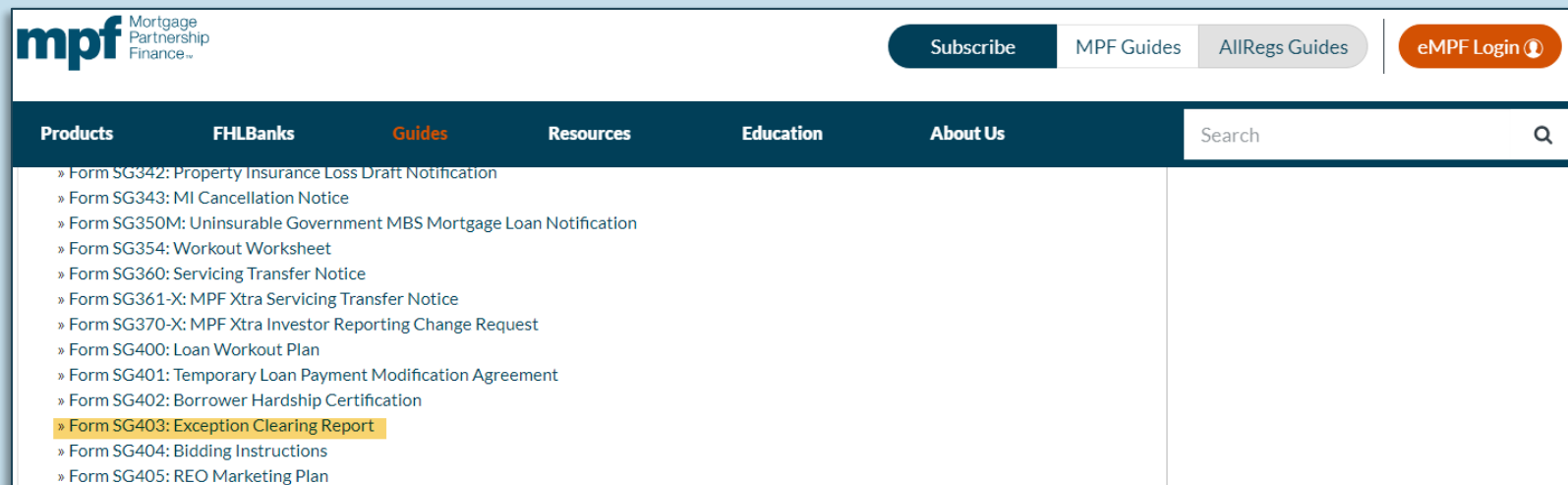
Corrections that Servicers are responsible for making do not require the completion/submission an ECR.



# The Exception Clearing Report

The **ECR (Form SG403)** is found under the Glossary, *Exhibits and Forms* section of the MPF Guides:

<https://www.fhlbmpf.com/mpf-guides/guides>



# The Exception Clearing Report

Exception Clearing Report (Form SG403)

PFI NumberXXXX

Printed Name of Employee Completing Form: Betty Rubble

Title: Loan Accounting Manager

Phone Number: (000)000-1111

Servicer NameAcme Federal Savings Bank

Email: bettyr@yabbadabbado.com

Date Submitted: 5/13/2019

Revision Date:12/11/2018

Choose one of each category per form:

Remittance Type:

☒ Actual/Actual

☐ Actual/Actual Single

☐ Scheduled/Scheduled

Product

☒ MPF Traditional

☐ MPF Xtra

☐ MPF Government MBS

\*IF NO EXCEPTIONS, FORM DOES NOT NEED TO BE FILLED OUT

MPF Loan Number	MPF/Servicer	Exception Type	Exception Date	Explanation of Difference	Next Due Date/Liquidation Date	Actual Ending Balance

Scheduled Ending Balance	Number of Months	Supporting Documentation Required (i.e. Loan Amortization Schedule Tab)	Curtailment Amount 1	Curtailment Date 1	Curtailment Amount 2	Curtailment Date 2	Curtailment Amount 3	Curtailment Date 3	Date Entered

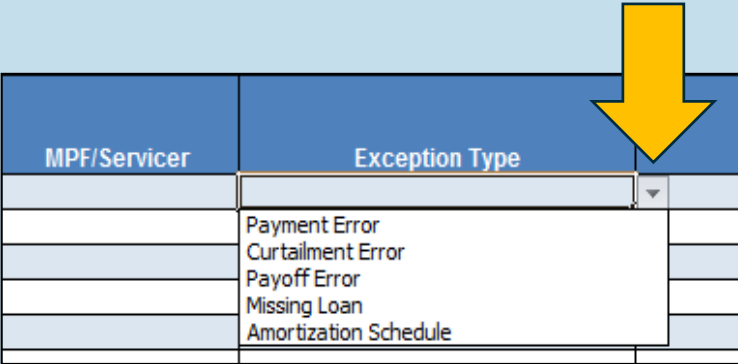
36

The logo for Mortgage Partnership Finance (MPF) is located in the bottom right corner. It features the lowercase letters "mpf" in a bold, white font, followed by the words "Mortgage Partnership Finance" in a smaller, white, sans-serif font. The logo is set against a dark blue circular background.



# Features of the ECR

Dropdown options for easy selection



The screenshot shows a portion of the ECR form. A yellow arrow points to the 'Exception Type' dropdown menu, which is open and displays the following options: Payment Error, Curtailment Error, Payoff Error, Missing Loan, and Amortization Schedule. The 'MPF/Servicer' field is visible to the left of the dropdown.

An amortization schedule template

EXAMPLES													
<b>Scheduled/Scheduled</b>													
Loan Number	Payment Date	Begin Sched Bal	Int Rate	SF Rate	Payment	Gross Int	Service Fee	Net Int	Principal	Curtailment Amt	Curt Int	Ending Sched Bal	Ending Act Bal
123456	5/1/2018	\$ 84,543.07	0.03500	0.00250	\$ 847.85	\$ 246.58	\$17.61	\$ 228.97	\$ 601.27	\$ 200.00	\$ 0.58	\$ 83,741.22	\$ 83,741.22
123456	6/1/2018	\$ 83,741.22	0.03500	0.00250	\$ 847.85	\$ 244.25	\$17.45	\$ 226.80	\$ 603.60			\$ 83,137.62	\$ 83,137.62
<b>Actual/Actual</b>													
Loan Number	Payment Date	Begin Act Bal	Int Rate	SF Rate	Payment	Gross Int	Service Fee	Net Int	Principal	Curtailment Amt	Curt Int	Ending Act Bal	
123456	5/1/2018	\$ 84,543.07	0.03500	0.00250	\$ 847.85	\$ 246.58	\$17.61	\$ 228.97	\$ 601.27	\$ 200.00		\$ 83,741.80	
123456	6/1/2018	\$ 83,741.80	0.03500	0.00250	\$ 847.85	\$ 244.25	\$17.45	\$ 226.80	\$ 603.60	\$ -		\$ 83,138.20	
123456	7/1/2018	\$ 83,138.20	0.03500	0.00250	\$ 847.85	\$ 242.49	\$17.32	\$ 225.17	\$ 605.36	\$ -		\$ 82,532.84	
<b>PFI Loan History</b>													
Loan Number	Payment Date	Begin Sched Bal	Int Rate	SF Rate	Payment	Gross Int	Service Fee	Net Int	Principal	Curtailment Amt	Curt Int	Ending Sched Bal	Ending Act Bal



The screenshot shows the navigation bar of the ECR system. It contains several tabs: 'Instructions', 'Exception Request Form', 'Missing Loans', 'Amortization Schedule', and 'Examples'. A yellow arrow points to the 'Amortization Schedule' tab, which is currently selected.

# Uploading ECRs

**Like loan level activity files and the SG300, ECRs require a specific naming convention**

- **Naming convention for ECRs**

- ✓ ECR\_File Name\_MMYYYY
- ✓ **An ECR does not have to be submitted if there are no Computershare exceptions to correct.**
- ✓ The MMYYYY must be equal to the month/year the file is being uploaded.

**Example: ECR\_c123456\_MMYYYY**

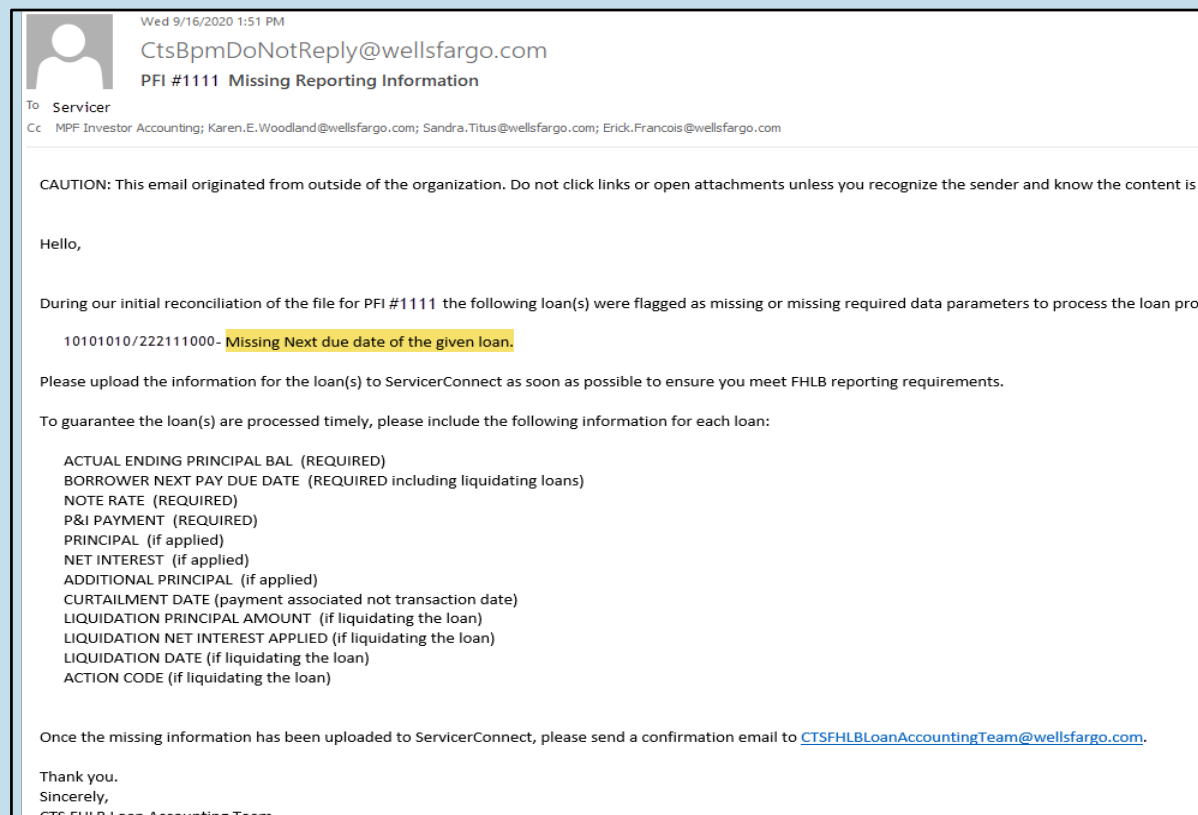
***Computershare provides Servicers a file name which begins with the letter 'C' followed by a series of digits.  
c123456 shown above is an example only.***

# Notifications

# Notifications - Missing Information

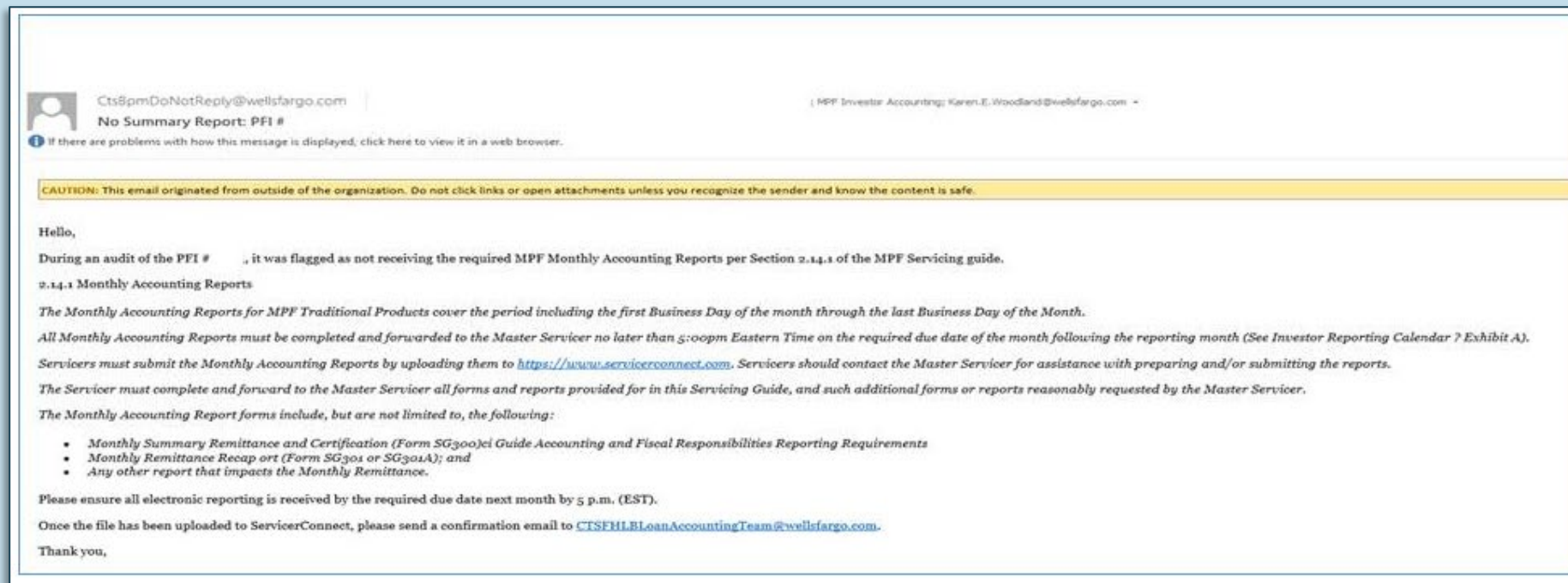
Notifications are sent to Servicers when a loan that was expected to be reported is missing or when a reported loan is missing crucial data.

This example points out a loan that is missing a next payment due date.



# Notifications – Reports Not Received

- Loan Level Activity files and Form SG300 are due by the 5th business day of each month (by 5:00 PM EST).
- When not received on time, this notification will be sent.



# Putting the Pieces Together

# Final TAR vs. Form SG300

The Final TAR should be reconciled with Form SG300

Computershare

SERVICER TURNAROUND - FINAL REPORT

Servicer Number - 0000

Cycle Date -

Nbr Of Months	Loan Nbr	P&I	Note Rate	Serv Fee Rate	Prin Amt	Interest Amt	Curt Amt	Curt Int	Prin Adj Amt	Liq Amt	Act End Bal	Sch End Bal	BorrNext Due Date	Paid in Full Date	Act Code
Fake Bank		MPF Program													
Difference		0.00	0.0000	0.00											
Total Loan Differences															
Summary Report															
	Loan Cnt	Prin Amt	Interest Amt	Curt Amt	Curt Int	Prin Adj Amt	Liq Amt	Act End Bal	Sch End Bal						
0000	Fake Bank	MPF Program													
Investor	3	742.92	764.80	0.00	0.00	0.00	0.00	137,979.20						0.00	
Servicer	3	742.92	764.81	0.00	0.00	0.00	0.00	137,979.20						0.00	
Total Differences		0.00	-0.01	0.00	0.00	0.00	0.00	0.00			0.00			0.00	
Remittance Summary:	Ending Loan Count:		3												
	Total Principal:		742.92												
	Total Net Interest:		764.80												
	Cash Adjustment:		0.00												
	Net Realized Loss/- Gain:		0.00												
	Non Supp Comp Int:		0.00												
	Prepayment Penalty Amount:		0.00												
	Int Adj- Non Adv Amount:		0.00												
	Remittance		1,507.72												

Confidential

Page 1 of 1



# Form SG300 Example

Let's see how  
Form SG300 can  
be compared  
with the Final  
TAR...

Field	Value
Beginning Loan Count	3
Loans Added	0
Loans Removed	0
Ending Loan Count	3
Actual Beginning Principal Balance	\$137,979.20
Actual Ending Principal Balance	\$137,979.20
Scheduled Beginning Principal Balance	
Scheduled Ending Principal Balance	
Monthly Principal	\$742.92
Curtailments	\$0.00
Liquidations	\$0.00
Other Principal	\$0.00
Interest Adj on Curtailments (for S/S only)	
Total Principal	\$742.92
Monthly Interest	\$793.70
Service Fees	\$28.89
Other Interest	
Total Interest	\$764.81
Total Principal and Interest	\$1,507.73
Total Realized Gains (attach Form SG332)	
Total Realized Losses (attach Form SG332)	
Total Remittance Amount Due	\$1,507.73



# Final TAR vs SG300

Summary Report									
	Loan Cnt	Prin Amt	Interest Amt	Curt Amt	Curt Int	Prin Adj Amt	Liq Amt	Act End Bal	Sch End Bal
0000	Fake Bank		MPF Program						
Investor	3	742.92	764.80	0.00	0.00	0.00	0.00	137,979.20	0.00
Servicer	3	742.92	764.81	0.00	0.00	0.00	0.00	137,979.20	0.00
Total Differences		0.00	-0.01	0.00	0.00	0.00	0.00	0.00	0.00
Remittance Summary:	<div> <div>Ending Loan Count:</div> <div>3</div> </div> <div> <div>Total Principal:</div> <div>742.92</div> </div> <div> <div>Total Net Interest:</div> <div>764.80</div> </div> <div> <div>Cash Adjustment:</div> <div>0.00</div> </div> <div> <div>Net Realized Loss/- Gain:</div> <div>0.00</div> </div> <div> <div>Non Supp Comp Int:</div> <div>0.00</div> </div> <div> <div>Prepayment Penalty Amount:</div> <div>0.00</div> </div> <div> <div>Int Adj- Non Adv Amount:</div> <div>0.00</div> </div>								
	Remittance	1,507.72							

Field	Value
Beginning Loan Count	3
Loans Added	0
Loans Removed	0
Ending Loan Count	3
Actual Beginning Principal Balance	\$138,722.12
Actual Ending Principal Balance	\$137,979.20
Scheduled Beginning Principal Balance	

# Final TAR vs SG300

Summary Report									
	Loan Cnt	Prin Amt	Interest Amt	Curt Amt	Curt Int	Prin Adj Amt	Liq Amt	Act End Bal	Sch End Bal
<b>0000</b>	<b>Fake Bank</b>		<b>MPF Program</b>						
Investor	3	742.92	764.80	0.00	0.00	0.00	0.00	137,979.20	0.00
Servicer	3	742.92	764.81	0.00	0.00	0.00	0.00	137,979.20	0.00
Total Differences		0.00	-0.01	0.00	0.00	0.00	0.00	0.00	0.00
Remittance Summary:	Ending Loan Count:	3							
	Total Principal:	742.92							
	Total Net Interest:	764.80							
	Cash Adjustment:	0.00							
	Net Realized Loss/- Gain:	0.00							
	Non Supp Comp Int:	0.00							
	Prepayment Penalty Amount:	0.00							
	Int Adj- Non Adv Amount:	0.00							
	Remittance	1,507.72							

Scheduled Beginning Principal Balance	
Scheduled Ending Principal Balance	
Monthly Principal	\$742.92
Curtailments	\$0.00
Liquidations	\$0.00
Other Principal	\$0.00
Interest Adj on Curtailments (for S/S only)	
Total Principal	\$742.92
Monthly Interest	\$793.70
Service Fees	\$28.89
Other Interest	
Total Interest	\$764.81
Total Principal and Interest	\$1,507.73
Total Realized Gains (attach Form SG332)	
Total Realized Losses (attach Form SG332)	
Total Remittance Amount Due	\$1,507.73

# Late Monthly Reports

- Each occurrence of a late or incomplete monthly accounting report or electronic transmission will be subject to a late reporting fee.
  - ✓ A report is considered late if it is incomplete or not submitted after 5:00 EST on the 5<sup>th</sup> business day of the month.
- A written notice of noncompliance will be sent for all instances of late reporting.
- Late fees will be assessed using an escalating scale that is based on the number of late and/or incomplete reports or transmissions in the most recent consecutive 12-month period. (\$100, \$250, \$500)
- Late default reporting is subject to \$100 late fee per occurrence.

# MPF Program Information

**MPF Investor Reporting**  
[MPFInvestorAccounting@fhlbc.com](mailto:MPFInvestorAccounting@fhlbc.com)

**MPF Service Center**  
Phone - 877-345-2673  
Email - [MPF-Help@FHLBC.com](mailto:MPF-Help@FHLBC.com)  
Hours - 8:30 AM to 4:30 PM CST

# Computershare Investor Reporting Contacts

Group E-mail:

[CTSFHLBLoanAccountingTeam@WellsFargo.com](mailto:CTSFHLBLoanAccountingTeam@WellsFargo.com)

**Karen Woodland**

MPF Traditional Product Supervisor

[Karen.E.Woodland@WellsFargo.com](mailto:Karen.E.Woodland@WellsFargo.com)

# ServicerConnect Contacts

## Technical Support

- Email: [ctslink.customerservice@wellsfargo.com](mailto:ctslink.customerservice@wellsfargo.com)

## ServicerConnect Support

- Email: [servicerconnect@wellsfargo.com](mailto:servicerconnect@wellsfargo.com)
- For loan level issues contact your Wells Fargo Analyst