

**MPF Announcement:**

2023-07

**Date:**

January 25, 2023

**Alert:**

Clarification

New Policy

**Policy Update**

Reminder

Training Information

**Audience:**

Compliance/Legal

Program Management

Origination

Quality Control

**Servicing**

Underwriting

**Product:**

MPF Government MBS

MPF Traditional

**MPF Xtra<sup>®</sup>**

**Effective Date:**

February 1, 2023

## MPF Xtra Document Release Request Update

To ensure compliance with investor requirements, effective February 1, 2023, all MPF Xtra document release requests for loans that have already been funded by the MPF Program must include Fannie Mae loan numbers on the Request for Release of Documents (Form SG340).

The MPF Program Custodian will reject any MPF Xtra document release requests (Form SG340) for funded loans that do not include the Fannie Mae loan number received on or after February 1, 2023.

Please note, the Fannie Mae loan number is only required on the Form SG340 for MPF Xtra loans that have already been funded by the MPF Program and for which PFIs have received a Transaction Confirmation and Loan Funding Activity Report. PFIs who request the release of documents during the pre-funding certification process do not need to include the Fannie Mae loan number on the Form SG340.

To assist PFIs with this requirement, the MPF Program is introducing a functionality to retrieve Fannie Mae loan numbers accessible via the eMPF<sup>®</sup> website.

### Fannie Mae Loan Number Retrieval Functionality

To access this new functionality, eMPF users must select the Upload link on eMPF's homepage and select the Fannie Mae Loan Numbers link. eMPF users will then be directed to the Fannie Mae Loan Number screen where the Fannie Mae loan number can be retrieved using one of the following methods:

- by entering the MPF Loan Number(s) OR PFI Loan Number(s) associated with the loan at the time funding
  - multiple loans must be separated by a comma
- by uploading a Microsoft Excel file with a list of the MPF Loan Numbers OR PFI Loan Numbers associated with the loan at the time funding,
  - the file must contain LoanNumber in the cell A1

If you do not have access to either the MPF Loan Number or PFI Loan Number provided at the time of loan funding please contact the MPF Service Center at 877-345-2673.

### Reference

Please note you can access the [MPF Guides](#) and [MPF Announcements](#) on our [MPF Website](#).

Visit the [MPF Website](#) to review and register for upcoming complimentary [MPF Webinars](#).

### Follow Us



All active eMPF users associated with a PFI/Servicer number will have access to the new Fannie Mae Loan Number Retrieval functionality. To ensure the appropriate contacts have access, PFIs should update contacts as active eMPF users accordingly.

### **Updates to Form SG340: Request for Release of Documents**

As a reminder, PFIs must use Form SG340: Request for Release of Documents to request the release of documents held by the MPF Program Custodian. This form has been updated to include a field for the Fannie Mae loan number. If the request is for multiple loans, PFIs may attach the list provided from the Fannie Mae Loan Number functionality or a separate sheet with the list of all Fannie Mae loan numbers associated with the request.

### **Job Aid**

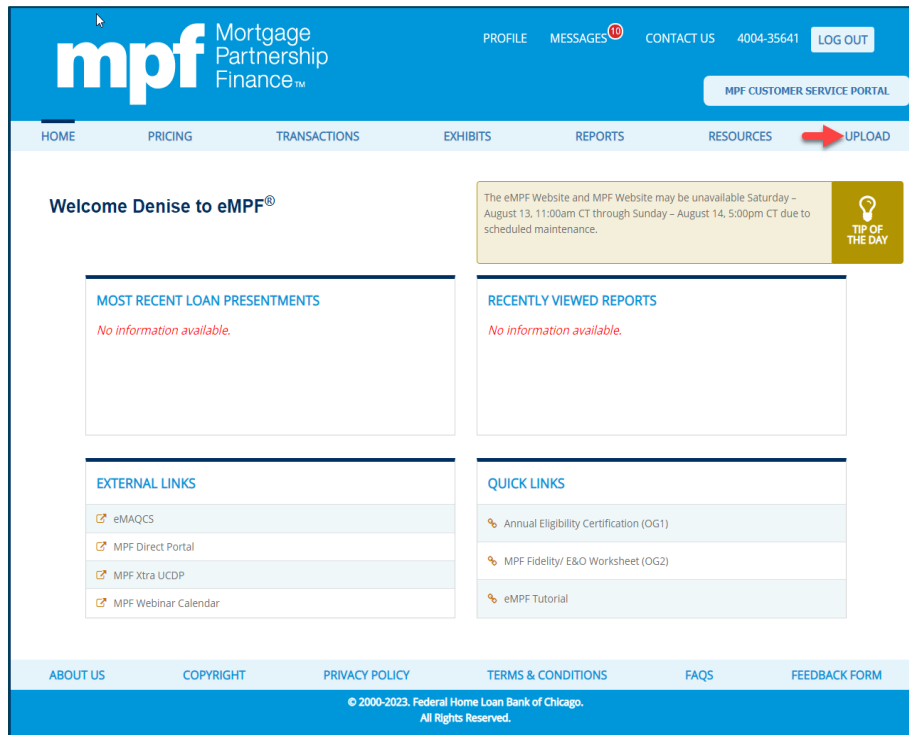
Enclosed is a job aid providing additional guidance and instructions related to the Fannie Mae Loan Number Retrieval functionality from the eMPF website.

Please contact the MPF Service Center with any questions or concerns via phone (877-345-2673) and/or email (MPF-Help@fhlbc.com).

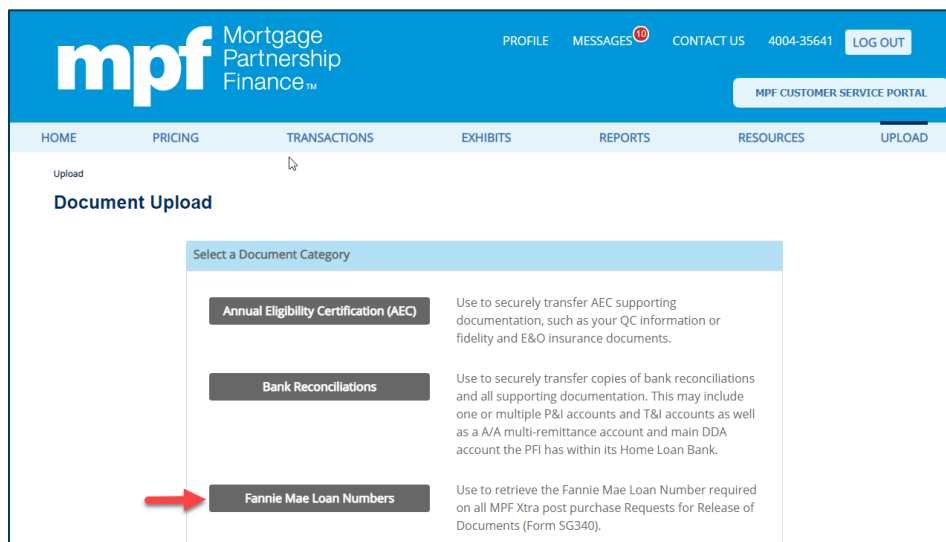
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## Job Aid: Fannie Mae Loan Number Retrieval Functionality

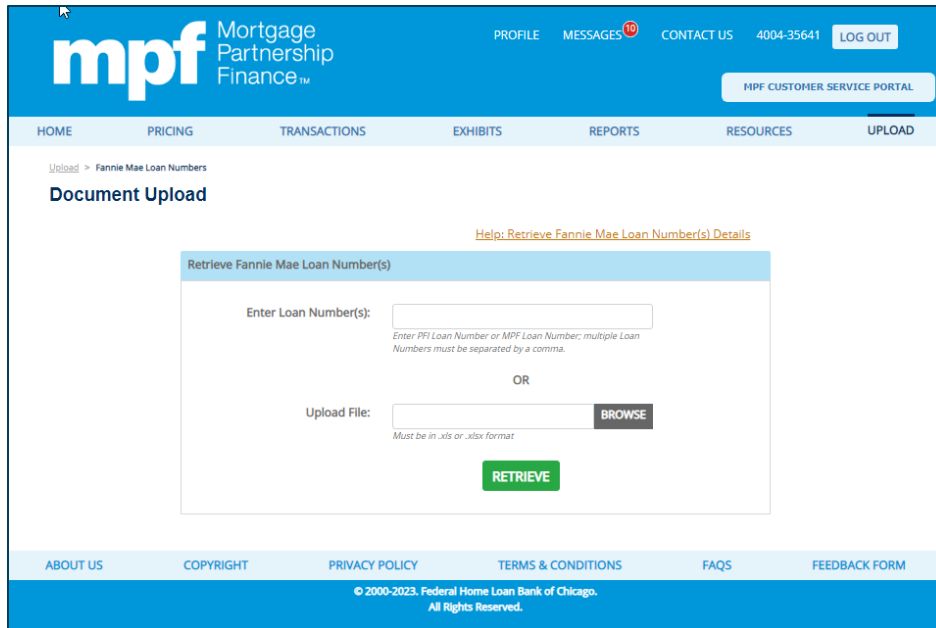
1. Select the UPLOAD link from the eMPF homepage:



2. Select the Fannie Mae Loan Numbers link:



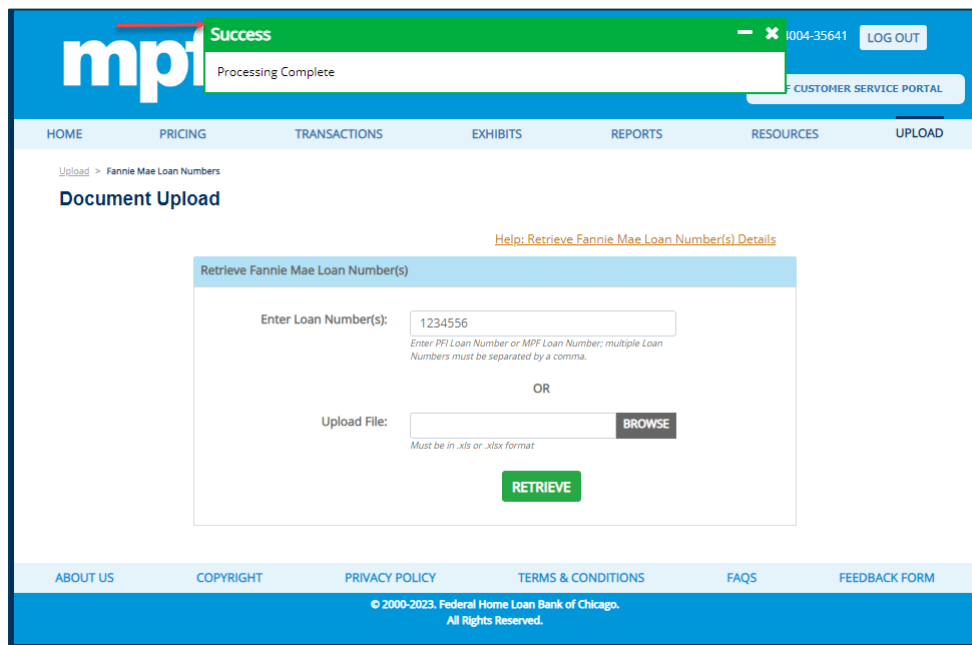
3. The Retrieve Fannie Mae Loan Number(s) Screen provides two methods to retrieve Fannie Mae Loan Numbers by either data entry or file upload:



The text box is used to enter MPF Loan Number(s) OR PFI Loan Number(s); multiple loans must be separated by a comma. To submit the data, select the **RETRIEVE** button.

Browse functionality is used to select an Excel file (.xls or .xlsx). The file must contain LoanNumber in cell A1. Loan number data in the upload can either be the MPF Loan Number or the PFI Loan Number associated with the loan at the time of funding. After selecting the file, the user will select RETRIEVE.

4. If the process completes successfully, the system will return the following screen:



Once successfully complete, the system will produce a FNMA Loan Number Output File .xlsx worksheet. The worksheet will contain two tabs: FNMALoanNumberData and FNMALoanNumberErrors.

- a. The FNMALoanNumberData tab displays a list of Fannie Mae loan numbers identified in the MPF system:

MPFLoanNumber	PFILoanNumber	FNMALoanNumber	MasterCommitment	LoanAmount	BorrowerName	PropertyAddress	PropertyCity	PropertyState	PropertyZipCode

- b. The FNMALoanNumberErrors displays a list of Fannie Mae loan number errors:

LoanNumber	ErrorMessage
1234556	Loan not found

- c. PFIs may receive the following error messages:

Error Message	Validation Failure
Loan not found	The system cannot identify the loan number provided
Loan is not a valid Fannie Mae loan	The loan does not belong to a valid MPF Xtra Master Commitment
FNMA loan number not yet assigned	The MPF Xtra loan has not been purchased by Fannie Mae

5. If the process is not successful, the system will return the following screen and will specify the reason why the system could not complete processing:



Error Message	Validation Failure
<b>Upload failed:</b> File Header must be LoanNumber.	Header is not LoanNumber
<b>Upload failed:</b> File size exceeds 500 MB limit.	File size is greater than 500 MB
<b>Upload failed:</b> File extension must be .xls or .xlsx.	File extension is not .xls or .xlsx
<b>Processing Error:</b> To continue processing, remove loan number information from the selection box or remove the import file.	Text box data entered and file selected for processing
<b>Processing Error:</b> To retrieve Fannie Mae loan number data, please enter Loan Number(s) OR upload a file to process.	No text box data entered or file selected for processing

6. To remove an .xls or .xlsx file after it has been selected for import, select the X

