

MPF Announcement:

2026-03

Date:

January 28, 2026

Alert:**Clarification**

New Policy
Policy Update

Reminder

Training Information
Marketing Bulletin

Audience:

Compliance/Legal
Program Management
Origination
Quality Control
Servicing
Underwriting

Product:

MPF Government MBS
MPF Traditional
MPF Xtra®

Effective Date:

Immediately

MPF Reminder: Request for Release of Documents (Form SG340) – Required Forms and Submission Timeline

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](#).

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The MPF Program would like to remind Servicers of the requirements for submitting Requests for Release of Documents (Form SG340) following a mortgage loan payoff or liquidation.

As communicated in [MPF Announcement 2025-31](#), the submission process has changed and Servicers are encouraged to review Chapter 1 of the applicable MPF Servicing Guide to confirm compliance with the current requirements.

Submission Requirements

- Servicers must complete and submit the most recent, product-specific Request for Release of Documents (Form SG340) to the Custodian no later than the second business day of the month following payoff or liquidation.
 - Example: Requests for all January payoffs must be submitted by the second business day of February.
- A **\$10 per month late fee** will be assessed each month a release request remains unsubmitted after the required deadline.

Monthly Submission Option

For MPF Traditional and MPF Xtra loans only, Servicers may submit one consolidated monthly request for loans paid off in the prior month. The submission must include an Excel spreadsheet listing all affected loans.

- Use [Form SG340](#) for MPF Traditional loans
- Use [Form SG340-X](#) for MPF Xtra loans
- This option is **not available** for MPF Government MBS loans

Required Forms by Product

Servicers must ensure they are utilizing the most recent version of the Form SG340. MPF Forms are updated regularly, to ensure you are using the most current versions, all forms should be accessed directly from the [MPF Website](#):

- [Form SG340](#) (MPF Traditional)
- [Form SG340-X](#) (MPF Xtra)
- [Form SG340-M](#) (MPF Government MBS)

Delegation of Authority Reminder

All Form SG340, Form SG340-X, and Form SG340-M must be completed and signed by an individual listed on the Servicer's Delegation of Authority (DOA). Servicers are responsible for ensuring their DOA and Collateral File Release information remains current. The DOA and Collateral File Release templates are available through your MPF Bank. Please contact your MPF Bank Representative if you require any updates.

For questions or assistance, please contact the MPF Service Center by using one of the following options:

- [MPF Customer Service Portal](#)
- MPF-Help@fhlbc.com
- Phone: (877) 345-2673

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