

Purpose

Servicers of conventional MPF Traditional loans must submit the COVID-19 Payment Deferral Plan Worksheet (Appendix B) to the MPF Provider when recommending a COVID-19 Payment Deferral Plan. This worksheet is required to be submitted with the Workout Worksheet (Form SG354), Borrower Hardship Certification (SG402), a copy of the unsigned/proposed COVID-19 Payment Deferral Agreement (Appendix A) and a one-year Borrower payment history.

Preparation

- **When** - The Servicer must complete the COVID-19 Payment Deferral Plan Worksheet (Appendix B) when recommending a COVID-19 Payment Deferral workout option to a Borrower.
- **Who** - This worksheet must be completed by an employee of the Servicer who has responsibilities that would cause such individual to be knowledgeable of the facts and processes needed to complete the worksheet and has authority to certify to the truthfulness and accuracy of the information on the worksheet.

The attached COVID-19 Payment Deferral Plan Worksheet (Appendix B) is provided as a job aid and should be used for informational purposes only.

- **Attachments** - The completed COVID-19 Payment Deferral Plan Worksheet must be accompanied with the following documentation:
 1. Workout Worksheet (Form SG354)
 2. Borrower Hardship Certification (Form SG402)
 3. a copy of the unsigned/proposed COVID-19 Payment Deferral Agreement (Appendix A)
 4. One-year Borrower payment history

The Insurer approval letter will no longer be required to be submitted, instead the new Form SG354 contains certification that the Servicer has obtained such approval if applicable.

Submission

- **How** – The worksheet must be completed and submitted as supporting documentation with the Workout Worksheet (Form SG354) through eMAQCS®plus at <https://eMAQCS.covius.com>.
- **To Whom** – The completed worksheet must be submitted to the MPF Provider. The Servicer should retain a copy of the completed worksheet and supporting documentation for their own records.

The Servicer must obtain approval, prior to offering a COVID-19 Payment Deferral Plan to a Borrower. The Servicer must not delay sending a COVID-19 Payment Deferral Agreement to the Borrower upon receiving approval.

COVID-19 Payment Deferral Plan Worksheet Appendix B– Job

Assistance

Please email the MPF Provider at MPFdefaultservicing@fhlbc.com for any questions or assistance needed in completing the form.

Helpful Hints

- Servicers must include reasoning for the recommendation for the payment deferral as a workout option for the Borrower on the Workout Worksheet (Form SG354).
 - Any worksheet that is incomplete or not submitted with all supporting documentation will be promptly returned to the Servicer.
 - To be eligible for a COVID-19 Payment Deferral Plan, the Borrower must meet the eligibility requirements provided for in the most recent COVID-19 Related Servicing Guidance for MPF Traditional (Conventional) Loans announcement.
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Steps to Complete the COVID-19 Payment Deferral Plan Worksheet (Appendix B)

Step 1 - The date entered into the **COVID-19 Forbearance Plan Completion Date** field is the last day of the last month that the loan was subject to a forbearance. For example, if the loan was subject to forbearance for October 2020, November 2020 and December 2020 this date would be December 31, 2020.

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| COVID-19 Forbearance Plan Completion Date | |
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Step 2 - The date entered into the **COVID-19 Payment Deferral Plan Target Effective Date** field is the first day of the month in which the loan becomes current after the COVID-19 Payment Deferral is processed. For example, if after the COVID-19 Deferral is processed to defer three monthly payments in to the end of the loan, and the loan is to be brought current January 1, 2021, then the below date would be January 1, 2021.

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|--|--|
| COVID-19 Payment Deferral Plan Target Effective Date | |
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Step 3 - The number of days entered into the **Number of Days Delinquent as of March 1, 2020** field is the number of days the loan was delinquent as of the March 1, 2020, the effective date of the National Emergency declaration related to COVID-19. If the loan was not delinquent as of March 1, 2020 enter zero.

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| Number of Days Delinquent as of March 1, 2020 | |
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Step 4 - The number of days entered into the **Days Delinquent as of Payment Deferral Worksheet Date** field is the number of days the loan was delinquent the day the COVID-19 Payment Deferral Plan Worksheet was submitted.

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| Days Delinquent as of Payment Deferral Worksheet Date | |
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Step 5 - The last **Unpaid Principal Balance** reported prior to the first missed payment that is included in the deferral. For example, if the months included in the deferral are October 2020, November 2020 and December 2020, the unpaid principal balance would be the balance that is paid through September 2020.

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| Unpaid Principal Balance prior to payment deferral | |
|--|--|

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Step 6 - If the loan is subject to MI (Mortgage Insurance or PMI) the date entered into the MI Approval Date (Servicers must obtain MI approval, if applicable)* field is the date that the Servicer obtained approval for the COVID-19 Payment Deferral Plan if the loan is subject to MI.

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| MI Approval Date (Servicers must obtain MI approval, if applicable)* | |
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Step 7 - The amount entered into the **Total Past-due Principal Payment Amount to be Deferred** field is the principal portion of the deferred P&I (principal & interest) payments as determined by an amortization schedule.

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| Total Past-due principal payment amount to be deferred | |
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Step 8 - The amount entered into the **Total Past-due Interest Payment Amount to be Deferred** field is the Interest portion of the deferred P&I (principal & interest) payments as determined by an amortization schedule. When added together the amounts entered into the past due principal and past due interest fields should equal one P&I payment when divided by the number of months included in the deferral. For example:

P&I amount is \$100

Number of months included in the Deferral is 3

Total Past-due principal amount to be Deferred is \$150

Total Past-due interest amount to be Deferred is \$150

(\$150 +\$150=\$300 total P&I deferred amount)

(\$300/3 months deferred= \$100 P&I payment)

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| Total Past-due interest payment amount to be deferred | |
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Step 9 - The amount entered into the **Other Amount to be Deferred** field is the any amounts the Servicer paid on behalf of the Borrower relating to the past-due payments, such as taxes or insurance as authorized by your mortgage documents.

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| Other amount to be deferred** | |
|-------------------------------|--|

Step 10 - The amount entered into the **Total Amount to be Deferred** field is the amounts entered into the Past-due Principal Payment Amount to be Deferred field, Past-due Interest Payment Amount to be Deferred field and the Other Amount to be Deferred field added together. This will be the total amount included in the Deferral.

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|--------------------------------|--|
| Total amount to be deferred*** | |
|--------------------------------|--|

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Step 11 - The amount entered into the **Total Late Charges to be Waived** field is the amount of late fees that you as the Servicer have waived on behalf of the borrower. Servicers must not charge the Borrower administrative fees. Servicers are encouraged to waive all late charges, penalties, stop payment fees, or similar charges upon completing a COVID-19 payment deferral.

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| Total late charges to be waived | |
|---------------------------------|--|

All of the above fields as they appear on the COVID-19 Payment Deferral Plan Worksheet.

Review of Terms of Payment Deferral Plan

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| COVID-19 Forbearance Plan Completion Date | |
| COVID-19 Payment Deferral Plan Target Effective Date | |
| Number of Days Delinquent as of March 1, 2020 | |
| Days Delinquent as of Payment Deferral Worksheet Date | |
| Unpaid Principal Balance prior to payment deferral | |
| MI Approval Date (Servicers must obtain MI approval, if applicable)* | |
| Total Past-due principal payment amount to be deferred | |
| Total Past-due interest payment amount to be deferred | |
| Other amount to be deferred** | |
| Total amount to be deferred*** | |
| Total late charges to be waived | |

* If relying on issued guidance by the MI Company, please indicate so.

**Includes any amounts the Servicer paid on the Borrower's behalf related to the past-due payments, such as taxes or insurance, as authorized by your mortgage documents.

***Interest will not be charged on the total past-due amounts to be deferred. The payment deferral will not change any other terms of your mortgage.