

## Instructions Page

### Purpose

Servicers must use the MPF Xtra Product Investor Reporting Calendar to determine the due dates for submission of the MPF Xtra Reports, Exception Clearing Reports (ECRs), and Turnaround Reports (TARs) in accordance with MPF Xtra Servicing Guide Chapter 2.

### Preparation

- **When:** The Servicer should refer to this exhibit when submitting the MPF Xtra Reports and Exception Clearing Reports (ECRs), to ensure they are submitting the specific reports on the correct date and time.
- **Who:** The exhibit should be used by an employee of the Servicer who has responsibilities that would cause such individual to be knowledgeable of the processes needed to complete the monthly reports.

### Submission

- **When:** The Servicer must submit the completed form by 12:00pm (noon) ET on the first (1<sup>st</sup>) Business Day of each month.
- **How:** The completed form must be uploaded to ServicerConnect at <https://www.ServicerConnect.com> using the following naming convention – PFI#\_SG301X\_MMYYYY
- **To Whom:** The completed form must be submitted to the Master Servicer.

**The Servicer should retain a copy of the completed form for their own records.**

### Additional Guidance

Please contact the MPF® Service Center by using one of the following options for any questions or assistance in preparing and/or submitting the form:

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

### Helpful Hints

- If a report or remittance due date falls on a weekend or holiday, then the report or remittance is due on the Business Day prior to the weekend or holiday.
- For MPF Traditional Products Reporting – see Servicing Guide Exhibit A.
- For MPF Government MBS Reporting – see Servicing Guide Exhibit E-M.

# MPF Xtra – 2024 Investor Reporting Calendar

2024

EXHIBIT A-X  
MPF Xtra  
Calendar of Key

JANUARY							JULY						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30	31			
1 New Years Day							1 MPF Xtra loan level file with last business day activity and SG300, SG301X due by 12PM (noon) ET						
2 MPF Xtra loan level file with last business day activity and SG300, SG301X due by 12PM (noon) ET							2 Final TAR due for previous month reporting and Daily reporting starts for current month activity						
3 Final TAR due for previous month reporting and Daily reporting starts for current month activity							4 Independence Day						
15 Martin Luther King Jr. Day							22 MPF Xtra loan level file must include previous day activity and all loans without activity for the cycle						
22 MPF Xtra loan level file must include previous day activity and all loans without activity for the cycle													
FEBRUARY							AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29			25	26	27	28	29	30	31
19 Presidents Day							22 MPF Xtra loan level file must include previous day activity and all loans without activity for the cycle						
22 MPF Xtra loan level file must include previous day activity and all loans without activity for the cycle													
MARCH							SEPTEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30					
31													
29 Good Friday							1 MPF Xtra loan level file with last business day activity and SG300, SG301X due by 12PM (noon) ET						
1 MPF Xtra loan level file with last business day activity and SG300, SG301X due by 12PM (noon) ET							2 Final TAR due for previous month reporting and Daily reporting starts for current month activity						
2 Final TAR due for previous month reporting and Daily reporting starts for current month activity							14 Indigenous People's Day						
22 MPF Xtra loan level file must include previous day activity and all loans without activity for the cycle							22 MPF Xtra loan level file must include previous day activity and all loans without activity for the cycle						
all loans without activity for the cycle													
APRIL							OCTOBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	30					27	28	29	30	31		
22 MPF Xtra loan level file must include previous day activity and all loans without activity for the cycle													
all loans without activity for the cycle													
MAY							NOVEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28	29	30
27 Memorial Day							28 Thanksgiving						
27 Memorial Day													
JUNE							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30	31				
30													
3 MPF Xtra loan level file with last business day activity and SG300, SG301X due by 12PM (noon) ET							2 MPF Xtra loan level file with last business day activity and SG300, SG301X due by 12PM (noon) ET						
4 Final TAR due for previous month reporting and Daily reporting starts for current month activity							3 Final TAR due for previous month reporting and Daily reporting starts for current month activity						
19 Juneteenth National Independence Day							20 MPF Xtra loan level file must include previous day activity and all loans without activity for the cycle						
21 MPF Xtra loan level file must include previous day activity and all loans without activity for the cycle							25 Christmas Day						
all loans without activity for the cycle													

MPF Reports are due by 12 PM (noon) ET  
 \*ECR is due withing 24 hours of Initial TAR receipt (ECR is only required if MPF system of record needs to be updated)\*  
 PFI will receive their Initial TAR within 24 hours of receipt of loan level file  
 Helpful Hints: Any reporting received on Business Day 2 will be drafted on Business Day 2

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