

## Instructions Page

### Purpose

Servicers of MPF® Traditional, MPF Xtra®, and MPF Government MBS loans must use the file layout in this exhibit when using Excel to report monthly loan level data in accordance with MPF Traditional Servicing Guide Chapter 2, MPF Xtra Servicing Guide Chapter 2, and MPF Government MBS Servicing Guide Chapter 2.

### Preparation

- **When:** The loan level data must be reported monthly.
- **Who:** The reporting of loan level data 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 report and has authority to certify to the truthfulness and accuracy of the information on the report.
- **How:** The Excel data file may be completed by the Servicer or by a service provider. The Servicer must use Exhibit C (Electronic Transmission - ASCII File Format) for details on the layout and format of each column.

### Submission

- **When:**
  - MPF Traditional: By 5:00pm EST on the fifth (5<sup>th</sup>) Business Day of each month
  - MPF Government MBS: By 5:00pm EST on the first (1<sup>st</sup>) Business Day of each month
  - MPF Xtra: By the due date of investor reporting data, which is based on the investor reporting method the Servicer uses
- **How:** The monthly report of loan level data must be uploaded to ServicerConnect at <http://www.ServicerConnect.com>.
- **To Whom:** The monthly report of loan level data must be submitted to the Master Servicer.

**The Servicer should retain a copy of the completed report 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

- MPF loan numbers must not be duplicated on subsequent rows. Multiple payments must be combined into a single row.
- Columns AA, AB, AC, and AD are required for the MPF Government MBS product only.
- Refer to MPF Xtra Servicing Guide Chapter 2 for additional information on the due dates for each method of investor reporting.

# Electronic Transmission – Excel Data File Format

## Excel Columns

A	B	C	D	E	F	G	H	I	J	K	L	M
MPF Loan Number	Servicer Ln No.	Borrower Name (optional)	P&I	Note Rate	SF Rate	Inv. Rate	End Balance	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 (SS Only)	End Sched Bal (SS 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)

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