

## Instructions Page

### Purpose

Servicers of MPF® Traditional and MPF Government MBS loans servicing under the scheduled/scheduled remittance type must use this form to reconcile the balance of each T&I Custodial Account maintained in accordance with MPF Traditional Servicing Guide Chapter 2.5 and MPF Government MBS Servicing Guide Chapter 2.5.

### Preparation

- **When:**
  - MPF Traditional – The Servicer must complete the form monthly.
  - MPF Government MBS – The Servicer must complete the form within 30 days of the monthly reporting cycle cut-off date.
- **Who:** This form 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 this form and has authority to certify to the truthfulness and accuracy of the information on this form.
- **How:** Servicers must complete this form or an equivalent form generated by their service provider that provides the same information.
  - Time Period Covered:
    - MPF Traditional the first business day of the prior month through the last business day of the prior month.
    - MPF Government MBS – the first day of the prior reporting month through the monthly reporting cycle cut-off date.
- **Attachments:** The completed form must be accompanied by:
  - P&I Custodial Account Bank Statement for the month the reconciliation is being completed.
  - FHLB scheduled/ scheduled account statement for the month reconciled.
  - Last page of the Trail Balance showing the totals.
  - Supporting document for any adjustments or items listed under “other”.

### Submission

- **When:**
  - MPF Traditional – The Servicer should retain the completed form and supporting documentation in their files.
  - MPF Government MBS – The Servicer must submit the form and supporting documentation within 30 days of the monthly reporting cycle cut-off date. MPF Loan Accounting will request this form every month, and Servicers must submit the form once they receive such request.
- **How:** Email the completed form and supporting documentation to [MPFLoanAccounting@fhbc.com](mailto:MPFLoanAccounting@fhbc.com).
- **To Whom:** The completed form and supporting documentation must be submitted to the MPF Loan Accounting Department.

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

# T&I Custodial Account Reconciliation

## Additional Guidance

Please email MPF Loan Accounting at [MPFLoanAccounting@fhlbc.com](mailto:MPFLoanAccounting@fhlbc.com) for any questions or assistance needed in completing the form.

## Helpful Hints

- MPF Loan Accounting will perform an annual review of Custodial Account Reconciliations and will request this form along with any attachments and supporting documentation.
- The monthly reporting cycle cut-off date is defined as the last calendar day of the preceding month.
- Any unreconciled items must be cleared within 60 days.

# T&I Custodial Account Reconciliation

## PFI/Servicer Information

PFI Number: \_\_\_\_\_ Servicer Name: \_\_\_\_\_

## Product Information

Choose one product per form:  MPF Traditional  MPF Government MBS

## T&I Custodial Account Reconciliation of Cash Ledger to Depository Account Statement

Time Period Covered: \_\_\_\_\_ Account #: \_\_\_\_\_

Table A		
1.	Cash Ledger Balance Forward (Line A6 from last month)	+ _____
2.	Collections	+ _____
3.	Disbursements	- _____
4.	Tax and Insurance Advances:	+ _____
	Deposited	- _____
	Recovered	- _____
5.	Cash Ledger Adjustments	+ _____
6.	Ending Cash Ledger Balance	= _____ (1)
7.	Outstanding Checks	+ _____
8.	Deposits in Transit	- _____
9.	Depository Adjustments	+ _____
10.	Depository Balance	= _____ (2)
11.	Deposit in Transit	- _____

**Notes:**

- (1) Line 6 from Table A must equal line 5 from Table B (Total Net Reserves)
- (2) Line 10 from Table A must equal month-end statement for Custodial Account for reserves. If funds are deposited in both an interest bearing and non-interest bearing account, both statements must be combined to reconcile to Line 10 in Table A.

# T&I Custodial Account Reconciliation

## T&I Custodial Account Reconciliation of Cash Ledger Ending Balance (Line 6 from Table A above)

Table B						
1.	Tax and Insurance Reserves				+	
2.	Tax and Insurance Advances					
3.	Loss Drafts					
4.	Other Deposits (Specify)  _____ _____ _____ _____				+	
					+	
					+	
					+	
5.	Total Net Reserves (Total of Lines 1 through 4)				=	
6.	Memo: Reserve Funds on Deposit in Interest Bearing Account (as per statement)					
7.	Mortgage Trial Balance	Includes	Excludes			
	A. T&I Advances	()	()			
	B. Loss Drafts	()	()			
	C. Other Deposits	()	()			
		\$ _____	\$ _____	\$		

### Attachments/Supporting Documentation

Are supporting documents attached?  Yes  No

List any supporting documents and/or any missing documents and provide an explanation for any missing documents:

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# T&I Custodial Account Reconciliation

## Employee Information

By submitting this form, I certify that the information contained herein is true and accurate.

Printed Name of Employee Completing Form: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Completed: \_\_\_\_\_

## Signature

**MPF Government MBS Servicers ONLY**

Signature: \_\_\_\_\_

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