

When a Participating Financial Institution (PFI) has a large number of custody documents stored at the MPF Program Custodian, a bulk release request may be made through the MPF Custody team. Before starting this process the PFI should notify MPF Custody of their intent to perform a bulk release. The MPF Custody team will review the PFI's release request and confirm all the required data has been provided. MPF Custody's group email is: MPFCustody@fhlbc.com

The PFI should follow the steps listed below using the [Form SG340: Request for Release of Documents - MPF Traditional and MPF Xtra[®]](#):

1. On Form SG340, fill out the PFI/Service Information:

PFI/Service Information	
PFI Number:	_____
Service Name:	_____
Address to ship Collateral File to: _____	

2. Select the product for the bulk release:

Product Information	
Choose one product per form:	
Product:	<input type="checkbox"/> MPF Traditional <input type="checkbox"/> MPF Xtra

3. In the Loan Information section, insert *See Attachment* for the Property Address field:

Loan Information	
Master Commitment Number:	_____
MPF Loan Number:	_____
Original Loan Amount:	_____
Borrower Name:	_____
Property Address:	<i>See Attachment</i>

4. Develop a spreadsheet with the following MPF Loan data:

- Master Commitment (MC) Number
- MPF Loan Number
- Original Loan Amount
- Borrower Name
- Property Address
- Reason for Request (A list of options can be found in the Reason for Request section on Form SG340)

5. Complete the Employee Information:

Employee Information	
By submitting this form, I certify that the information contained herein is true and accurate.	
Printed Name of Employee Completing Form: _____	
Signature of Employee: _____	
Title: _____	Email: _____
Phone Number: _____	Date Submitted: _____

6. Submit the request to MPFCustody@fhlbc.com and mpfreleaseteam@wellsfargo.com.

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