MPF® Custody Bulk Release of Custody Documents



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 <u>Form SG340: Request for Release of Documents - MPF Traditional and MPF Xtra®:</u>

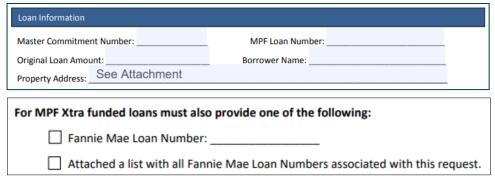
1. On Form SG340, fill out the PFI/Servicer Information:

PFI/Servicer Information		
PFI Number:	Servicer Name:	
Address to ship Collateral File t	D:	

2. Select the product for the bulk release:

Product Information		
Choose one product per form:		
Product:	MPF Traditional	MPF Xtra

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



For MPF Xtra loans insert the FNMA loan number or include the list with all FNMA loan numbers for the request.

Note: To access the FNMA loan numbers review, the <u>Fannie Mae Loan Number Retrieval Functionality job aid</u>.



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- 4. Develop an Excel 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:



6. Submit Form SG340 and the spreadsheet to MPFCustody@fhlbc.com and <a href="MPFCustody@fh

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