

When a Participating Financial Institution (PFI) receives a request to repurchase a loan there are several steps that need to be performed:

1. PFI receives a notice of the repurchase request from the MPF® Provider
 - PFI agrees to the repurchase
 - PFI sends in the repurchase authorization
 - Between the 25th and end of month, an outstanding repurchase report will be posted within the eMPF® website
 - The report will provide the following information:
 - MPF Loan Number
 - PFI Loan Number
 - Program Code
 - Repurchase Reason
 - Loan Balance as of Pricing
 - Repurchase Price
 - Repurchase Premium
 - Net Interest Rate
 - Remittance Type
 - Estimate Max Repurchase Interest Due
2. No later than the last day of the month, the PFI must liquidate the loan from the MPF portfolio on their system and move the loan to their internal warehouse/pipeline
3. The liquidation date reported to Computershare (Master Servicer) / MPF Program should be the last day of the month the loan is being repurchase no matter what day the PFI transferred it into their warehouse/pipeline on their system
4. The PFI must report the loan as a repurchase to Computershare on their monthly loan level file
 - The **Action Code** for a repurchase is **65**
 - The liquidation date or paid in full date is the last day of the month for the cutoff
 - Interest owed is up to and including the full month of interest for the month the loan is being liquidated (on TAR with Computershare)
 - Schedule End Principal Balance (SEPB) should be reported as \$0 and outstanding principal should be listed as Liquidation Amount
5. Prior to remittance day (18th of the following month unless the 18th is a weekend or holiday, then the preceding day) the PFI must deposit into the appropriate P&I account the following funds:
 - Full Unpaid Principal Balance (UPB) of the loan
 - Net interest owed through the last day of the month the loan is repurchased
 - Repurchase premium noted on the **Outstanding Repurchased Report**
 - Repurchase interest noted on the **Outstanding Repurchase Report**
 - This is the interest from the 1st-18th (remittance day)
 - The interest is in addition to the amount noted on the final turnaround report

6. On **Remittance Day** all these funds will be pulled from the appropriate DID account and remitted to the investor
7. On **Remittance Day** a **Completed Repurchase Report** is posted within the eMPF® website for the PFI to review
 - If a PFI fails to report correctly, the unpaid principal balance of the loan, repurchase premium, and repurchase interest will not be collected and the PFI will have to correct the reporting the following cycle

If additional assistance is required contact the MPF Service Center at 877-345-2673 or MPF Loan Accounting team at MPFLoanAccounting@fhbc.com.