

Funding requests in the eMPF® website can be made under the ‘Submit Batch’ function utilizing a standard ULDD file or using the ‘Loan Presentment’ function to manually input the loan information.

After the funding request is successfully completed in the eMPF website, the loan funds will be credited to the PFI’s main DID account at their MPF Bank. This usually occurs within 24 hours.

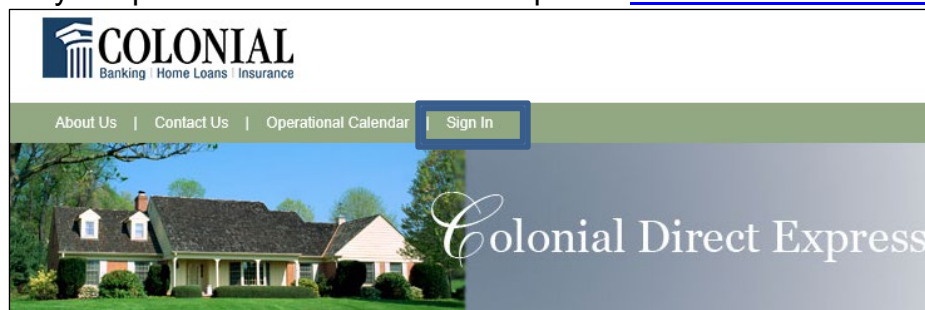
## Servicing File Packing Procedures

The servicing file needs to be delivered to Colonial Savings within seven calendar days of the loan funding through the MPF Program.

1. The servicing file will be uploaded to Colonial Savings’ secured website. New users should request access to the secured website by emailing the request to:

Bobby Bosillo	(817) 390-2047 <a href="mailto:Bobby.Bosillo@gocolonial.com">Bobby.Bosillo@gocolonial.com</a>
Catherine Smith	(817) 665-9398 <a href="mailto:Catherine.Smith@gocolonial.com">Catherine.Smith@gocolonial.com</a> <a href="mailto:CDEX.Repurchase@gocolonial.com">CDEX.Repurchase@gocolonial.com</a>

2. To develop the servicing file use the servicing file checklist (Exhibit 5) located in the [Colonial Savings Concurrent Servicing Sale Manual](#). The Colonial Savings Concurrent Servicing Sale Manual can be found on the [MPF Website](#).
3. The servicing checklist outlines the required documents and the stacking order.
4. After the servicing file has been compiled and saved in a PDF format the servicing file is ready to upload into Colonial Direct Express: [www.colonialdirectexpress.com](http://www.colonialdirectexpress.com)



- Sign-in to [www.colonialdirectexpress.com](http://www.colonialdirectexpress.com)
- Select **File Upload** and enter the borrower/loan details
- Select **Upload File** and locate the imaged file to upload
- Click the **Upload Selected File** icon

5. Another option is to ship the servicing file using a courier service such as UPS or FedEx. Ship the file to:
  - Colonial Savings, F.A
  - Attention: Servicing Manager
  - 2626 West Freeway
  - Fort Worth, TX 76102
  
6. All Servicing Files must be in the stacking order listed on the servicing file Checklist (Exhibit 5).
  
7. Place a label on the outside of the folder listing:
  - Borrowers Name
  - MPF Loan Number
  
8. If more than one servicing file is being shipped, servicing files must be arranged in MPF Loan Number order, from lowest to highest.
  
9. Each box must contain an inventory list of the files included in that box. The list should be in MPF Loan Number order; and
  - If more than one box is shipped at a time, boxes should be numbered starting with box number one (1); and the box number should be indicated on the inventory list.

## Review and Acceptance of Servicing File

- If the servicing file is rejected, Colonial Savings will notify the PFI within two business days of receipt of the rejected file. The notification will include the reasons for rejection.
- Selling PFI must correct the defects and return the file to Colonial Savings. (See Chapter 8 for more information on loan defects)
- If the PFI fails to deliver an acceptable servicing file to Colonial Savings before the 10<sup>th</sup> calendar day prior to the first payment due date for the serviced mortgage (or the preceding business day if that day is not a business day), the PFI will be required to repurchase the mortgage from its MPF Bank.

## Wiring Escrow Funds

The escrow funds should be wired within one business day of the sale of the loan.

The Escrow Funds Reconciliation (Exhibit 8) should be included in the servicing file sent to Colonial Savings, along with the wire transfer confirmation.

Information on wiring the escrow funds to Colonial Savings:

Wire transfer instructions for escrow funds Chapter 6.6)	Colonial Savings, F.A. ABA Number 311972238 Attention Mort Acct Mgr-MPF Flow Escrow For MPF Loan Number: _____ Borrower Name: _____
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## Servicing Released Premium (SRP) Payment

Colonial Savings will charge the following fees for each serviced mortgage and will net the fees from the SRP.

- \$100 processing fee
- \$89 tax service fee

Upon receipt and acceptance of the mortgage servicing file and receipt of the required escrow funds, Colonial will wire the SRP payment on the fifth business day of the following month to the selling PFI's main DID account.

## NOTE ENDORSEMENT

The endorsement on the Note needs to be endorsed to 'Blank'.

<p>PAY TO THE ORDER OF <u>Leave Blank</u></p> <p>WITHOUT RECOURSE</p> <p>Name of PFI _____</p> <p>Signature of authorized officer _____</p> <p>Name and title of authorized officer _____</p>
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## FINAL DOCUMENTS

The final documents must deliver to Colonial Savings within ninety (90) days after the funding date. If not all documents are available for delivery at ninety (90) days, the available documents should be delivered and then the remaining documents as they become available.

The Recorded/Final Documents Checklist (Exhibit 6) in the Colonial Savings Servicing Manual should be included. The Recorded / Final Documents Checklist lists the required original documentation and the stacking order.

The Recorded/Final Documents Checklist (Exhibit 6) must be attached to the files sent for each Serviced Mortgage.

- Place a label on the outside of the folder listing:
  - Borrowers Name
  - MPF Loan Number
- If more than one servicing file is being shipped servicing files must be arranged in MPF loan number order, from lowest to highest;
- Each box must contain an inventory list of the files included in that box. The list should be in MPF loan number order; and
  - If more than one box is shipped at a time, boxes should be numbered starting with box number one (1); and the box number should be indicated on the inventory list.

Final documents are sent (hard copy) to Colonial Savings:

Colonial Savings, F.A.  
Attention: Servicing Manager  
2626 West Freeway  
Fort Worth, TX 76102

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