

Instructions Page

Purpose

Servicers of conventional MPF Traditional loans must use this worksheet when recommending a COVID-19 Payment Deferral Plan option for the Borrower.

Preparation

- **When** – The Servicer must complete the worksheet when recommending COVID-19 Payment Plan option for a Borrower who the Servicer has deemed to be ineligible for a reinstatement or a repayment plan.
- **Who** - This worksheet 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 worksheet and has authority to certify to the truthfulness and accuracy of the information on this worksheet.
- **How** – The completed worksheet must be submitted via eMAQCS®Plus as an attachment to the Workout Worksheet (Form SG354) and along with all required supporting documents as indicated on the Workout Worksheet (Form SG354).
- **Attachments** – The completed Workout Worksheet must be accompanied by the following documentation:
 1. COVID-19 Payment Deferral Plan Worksheet
 2. Insurer Approval Letter, if applicable
 3. 12-month payment history for the Borrower

Submission

- **When** – The Servicer must obtain approval prior to offering a COVID-19 payment deferral to Borrower, by submitting a completed Workout Worksheet (Form SG354) to the MPF Provider prior to the forbearance plan ending and allowing 5 business days for the request to be processed.
- **How** – The completed worksheet must be submitted through eMAQCS®Plus at <https://eMAQCS.covius.com> as an **attachment to the Workout Worksheet (Form SG354)** and all required supporting documents as indicated on the Workout Worksheet (Form SG354).
- **To Whom** – The completed worksheet and supporting documentation must be submitted to the MPF Provider.
- The Servicer should retain a copy of the completed worksheet and supporting documentation for their own records.

Assistance

Please call the MPF Service Center at 877-FHLB-MPF (877-345-2673) for any questions or assistance needed in completing the worksheet.

Helpful Hints

- Servicers must include reasoning for the recommendation for the Payment Deferral as a workout option for the Borrower on the Workout Worksheet (Form SG354).
- Any worksheet that is incomplete or not submitted with all supporting documentation will be promptly returned to the Servicer.
- To be eligible for a COVID-19 Payment Deferral Plan, the Borrower must meet the eligibility requirements provided for in the most recent COVID-19 Related Servicing Guidance for MPF Traditional (Conventional) Loans announcement.

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COVID-19 Payment Deferral Plan Worksheet



Loan Information

MPF Loan Number: _____ Borrower Name: _____

Product Information

A Payment Deferral plan is a home retention workout option for MPF Traditional (Conventional) Loans. This option is for Borrowers who are nearing the end of a COVID-19 forbearance plan, have resolved a temporary hardship and are prepared to resume their monthly contractual payments but cannot afford either a full reinstatement or repayment plan to bring the loan current. This option is also for Borrower's who have a confirmed but resolved COVID-19 financial hardship.

Review of Terms of Payment Deferral Plan

COVID-19 Forbearance Plan Completion Date	
COVID-19 Payment Deferral Plan Target Effective Date	
Number of Days Delinquent as of March 1, 2020	
Days Delinquent as of Payment Deferral Worksheet Date	
Unpaid Principal Balance prior to payment deferral	
MI Approval Date (Servicers must obtain MI approval, if applicable)*	
Total Past-due principal payment amount to be deferred	
Total Past-due interest payment amount to be deferred	
Other amount to be deferred**	
Total amount to be deferred***	
Total late charges to be waived	

* If relying on issued guidance by the MI Company, please indicate so.

**Includes any amounts the Servicer paid on the Borrower's behalf related to the past-due payments, such as taxes or insurance, as authorized by your mortgage documents.

***Interest will not be charged on the total past-due amounts to be deferred. The payment deferral will not change any other terms of your mortgage.