

Exhibit GG

Instructions Page

Purpose

PFIs of MPF Traditional loans may use this exhibit to complete the steps that must be performed when they receive a repurchase request, in accordance to the MPF Guides.

Use

- **When:** The PFI may use this exhibit when completing the steps required to complete a repurchase request.
- **Who:** This exhibit may be used by an employee of the PFI responsible for processing repurchase requests.
- **How:** This exhibit may be used as a job aid to provide assistance to PFIs who have questions about the repurchase process.

Assistance

Please contact the MPF Service Center by using one of the following options for any questions or assistance needed in using this job aid:

- [MPF Customer Service Portal](#)
- Email: MPF-Help@fhlc.com
- Phone: (877) 345-2673

Helpful Hints

- PFIs wishing to request a voluntary repurchase of an MPF Traditional loan should contact their MPF Bank Representative.

MPF® Traditional Repurchase Request

The following outlines the MPF Traditional loan repurchase process:

1. PFI receives a notice of the repurchase request from the MPF Provider
 - a. PFI reviews detailed information about the repurchase in the PFI's Outstanding Repurchase Report, (posted within the eMPF® website on the last business day of the month), which will provide the following information:
 1. MPF Loan Number
 2. PFI Loan Number
 3. Program Code
 4. Repurchase Reason
 5. Loan Balance as of Pricing
 6. Repurchase Price
 7. Repurchase Premium
 8. Net Interest Rate
 9. Remittance Type
 10. Estimate Max Repurchase Interest Due
 - b. PFI agrees to the repurchase
 - c. PFI sends in the repurchase authorization
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 PFI must report the loan as a repurchase to the Master Servicer on their monthly loan level file
 - a. The **Action Code** for a repurchase is **65**
 - b. The liquidation date or paid in full date is the last day of the month for the cutoff, no matter what day the PFI transferred it into their warehouse/pipeline on their system
 - c. Interest owed is up to and including the last day of the month the loan is being liquidated (on TAR with Computershare)
 - d. Schedule End Principal Balance (SEPB) should be reported as \$0 and outstanding principal should be listed as Liquidation Amount
4. 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:
 - a. Full Unpaid Principal Balance (UPB) of the loan
 - b. Net interest owed through the last day of the month the loan is repurchased
 - c. Repurchase premium noted on the **Outstanding Repurchased Report**
 - d. Repurchase interest noted on the **Outstanding Repurchase Report**
 - i. This is the interest from the 1st-18th (remittance day)
 - ii. The interest is in addition to the amount noted on the final turnaround report
5. On **Remittance Day** all these funds will be pulled from the appropriate DID account and

MPF® Traditional Repurchase Request

remitted to the investor

6. On **Remittance Day** a **Completed Repurchase Report** is posted within the eMPF® website for the PFI to review

Failure to report timely

If your institution fails to report the repurchase within the same month of receipt, MPF will contact you on remittance day as a reminder to report with the next cutoff.

Failure to report with the next cutoff will result in a forced repurchase

1. MPF will request the Master Servicer to report the loan as a repurchase on your behalf

Mortgage Partnership Finance", "MPF", "eMPF", "MPF Xtra" and "eMAQCS" are registered trademarks of the FHLBank Chicago.
The "MPF Mortgage Partnership Finance" logo is a trademark of the FHLBank Chicago