MPF Xtra® Escrow Event Based Reporting Reference Guide

Form SG406-X

Instructions Page

Purpose

Servicers are required to utilize the daily event-based reporting method, for all Xtra Mortgage Loans with an escrow account tied to it.

This guideline provides Participating Financial Institutions (PFIs) and their servicing providers with a practical operating framework for reporting daily escrow events for MPF Xtra loans. It consolidates the core submission, data, validation, and exception-management requirements.

Preparation

- **When:** Complete readiness activities before the PFI's initial production submission and whenever a new MPF Xtra escrow reporting population, file format, servicing system, service provider, or escrow category is introduced.
- **Who:** The PFI/Servicer is responsible for complete and timely reporting, including data validation, submission confirmation, monitoring, and correction of exceptions, even when a servicing system or third-party provider creates or submits the file.
- **To Whom:** The Servicer must submit the report to Computershare
- **How:** The requirement applies to MPF Xtra loans with escrow accounts. Loans serviced under a separate direct Fannie Mae seller/servicer relationship must follow the applicable direct-servicer requirements and must not be combined with the MPF Xtra reporting population.
    - Optional early production reporting begins November 4, 2026. Participation is encouraged but not required.
    - Daily escrow event reporting is mandatory effective December 1, 2026.
    - Report escrow activity to Computershare by 2:00 p.m. Eastern Time on the Business Day after the activity is processed.
    - Consolidate weekend and holiday activity in the next Business Day's file. For example, report Friday-through-Sunday activity on Monday, or Tuesday when Monday is a holiday.

Additional Guidance

For questions or assistance, please contact the MPF Service Center by using one of the following options:

- MPF Customer Service Portal
- Email: MPF-Help@fhlbc.com
- Phone: (877) 345-2673
- MPF Xtra Escrow Reporting Frequently Asked Questions

Helpful Hints

- If no escrow event occurred, no separate escrow file is required.
- There is no separate cumulative month-end escrow event file.
- For weekend and holiday activity, report all activity in the next Business Day's file. For example, Friday-through-Sunday activity is reported on Monday, or on Tuesday when Monday is a holiday.
- For multiple events on the same loan and processing date, preserve the order processed and assign a unique sequence number to each event.
- After every event, verify that the reported escrow balance is the resulting balance for that category.
- Use controlled category and item-type values exactly as provided in the reporting template or JSON specification.
- Do not combine loans serviced under a separate direct Fannie Mae seller/servicer relationship with the MPF Xtra reporting population.
- New PFIs joining MPF Xtra with escrow accounts after go-live should promptly coordinate testing and an initial reporting date with Computershare and MPF Investor Reporting.

Reporting Model and Responsibilities

Escrow event reporting is a separate, loan-level process of T & I activity. Each event is reported when it occurs, together with the resulting escrow balance. The PFI remains accountable for complete and timely reporting even when a servicing system or third-party provider creates or submits the file.

Party	Primary responsibility
PFI / Servicer	Capture activity; create or obtain the file; validate data, balances, and timing; submit or confirm submission; monitor results; and correct exceptions.
Servicing system or service provider	Perform agreed file-creation or delivery activities and support field mapping, sequence logic, testing, and corrections.
Computershare	Act as Master Servicer, receive MPF Xtra escrow files, transmit reportable events to Fannie Mae, and return processing errors or results.
Fannie Mae	Process escrow events under the event-based reporting framework.

Daily Operating Process

1. **Capture:** Identify escrow deposits, disbursements, setup activity, refunds, and other reportable transactions processed for MPF Xtra loans.
2. **Create:** Generate or obtain the approved Excel/CSV or JSON file.
3. Validate: Confirm the MPF loan number, processed date, event sequence, category, item type, signed transaction amount, resulting balance, layout, and file name.
4. **Submit:** Upload the file to TrustConnect to Master Servicer, Computershare by the required cutoff of 2 P.M.E.T.
5. **Monitor:** Review processing results and assign rejected events for prompt correction and resubmission.

Daily reporting rules

Include only events that belong in that submission; do not repeat previously reported events. If no escrow event occurred, no separate escrow file is required. There is no separate cumulative month-end escrow event file.

Initial Setup and Ongoing Events Initial Setup

- Establish every MPF Xtra loan that has an escrow account.
- Report a separate set up event for each applicable escrow category and include the current starting balance.
- Use the MPF loan number only. The initial file establishes current balances; it is not a history of prior transactions.
- When a new escrow category is added later, report a set up event for that category with its starting balance.

Example: When on boarding a new loan, a new escrow set-up is required and reported on your daily reporting file.

Ongoing Activity

- Report each escrow event separately in the order processed.
- Use a unique sequence number for each event on the same loan and processing date, beginning with 1 or higher.
- Report deposits and borrower escrow payments as positive item amounts.
- Report disbursements as negative item amounts.
- After each event, report the resulting escrow balance for the applicable category.
- Do not report unapplied funds until they are applied to the loan and affect the escrow balance.
- Separate escrow accounts that are not a part of the monthly escrow payment will not be reported, for example if the servicer is collecting escrow money on behalf of the borrower for an escrow savings those payments will not be reported.
- Acceptable daily Loan Escrow Category Types: Loan Tax and Insurance, Loan Buy Down, Loan Loss Draft, and Loan Renovation are all required for daily reporting escrow events.
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File Format, Naming and Submission

- **Accepted formats:** Excel/CSV or JSON. ASCII text files are not accepted.
- **File name: c123456_Escrow_MMDDYYYY**, using the PFI-provided tape name in place of "c123456" and the upload date in MMDDYYYY format.
- **Submission channel:** Upload daily reports to Master Servier, Computershare https://servicerconnect.trustconnect.computershare.com MPF Xtra files must not be submitted directly to Fannie Mae.
- For Excel/CSV, retain the required layout, worksheet structure, headers, categories, item types, and drop-down values. Do not add special characters, spaces, or
- custom descriptions to controlled fields, this will cause the file to be rejected. Sample_Escrow Reporting_Excel_Template

Required Data Reporting Elements

Field	Requirement
Loan Event Name	Enter "Escrow." Always
MPF Loan Number	Enter the MPF loan number only.
Loan Event Sequence Number	Identify the event's processing order for the loan and date.
Loan Servicer Transaction Process Date	Enter the date the event was processed in the servicing system.
Loan Escrow Contractual Payment Amount	Enter the required contractual escrow payment amount.
Loan Escrow Item Category	Select the approved category that corresponds to the activity.

Loan Escrow Item Type	Select the approved item type; do not modify the description.
Loan Escrow Item Amount	Enter the individual transaction amount using the correct sign.
Loan Escrow Balance Amount	Enter the resulting category balance after the event.

Categories and item types

Use only the approved values available in the reporting template or JSON specification. Common categories and item types include Set Up, Loan Taxes and Insurance, Homeowners

Sample_Escrow Reporting_JSON_Template

Insurance, County Tax, Loan Renovation, Loan Loss Draft, Loan Buydown, and Other. Do not rename, abbreviate, manipulate, or add descriptions. Unapproved values or special characters may cause the file or event to be rejected.

Readiness

- Submit a test file directly to Master Servicer, Computershare to confirm file naming, layout, format, required fields, mapping, sequence logic, and scenario handling.
- Upload a test file to Master Servicer, Computershare in the TrustConnect portal, with “FNMA Escrow Test” in the file name and notify Computershare by email that the test file was uploaded using on the subject line “FNMA Escrow Test File.”
- Confirm who creates, validates, submits, monitors, and corrects the file, and identify an operational owner and backup.
- Confirm the service provider’s accepted format, readiness date, MPF loan-number mapping, same-day sequencing, submission method, and correction process.
- New PFIs joining MPF Xtra with escrow accounts after go-live should promptly coordinate testing and an initial reporting date with Master Servicer, Computershare and MPF Investor Reporting.

Validation and Exception Management

Pre-submission controls

- File name and upload date are correct.
- Only MPF Xtra loans and MPF loan numbers are included.
- Required fields are populated and controlled values are unchanged.
- Events are complete, unique, and sequenced in processing order.
- Deposits are positive, disbursements are negative, and each resulting balance is mathematically consistent.
- No previously reported events are duplicated.
- The file is submitted through the correct channel by the cutoff.

Rejected Files or Events

Computershare, the Master Servicer, will notify servicers of reporting rejections. Servicers must review each notice, identify issues with the file name, format, required fields, data values, balances, or event logic, and correct the source in the reporting file. Servicers must Include corrections in the next reporting file whenever possible or be resolved before the loan's next payment date to keep reported balances aligned. Retain documentation of the review, correction, resubmission, and results for your records.

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