

When a Participating Financial Institution (PFI) has a large number of custody documents stored at the MPF Program Custodian, a bulk release request may be made through the MPF Custody team. Before starting this process the PFI should notify MPF Custody of their intent to perform a bulk release. The MPF Custody team will review the PFI's release request and confirm all the required data has been provided. MPF Custody's group email is: MPF-Help@fhfbc.com

The PFI should follow the steps listed below using the [Form SG340: Request for Release of Documents - MPF Traditional and MPF Xtra[®]](#):

1. On Form SG340, fill out the PFI/Servicer Information:

PFI/Servicer Information	
PFI Number: _____	Servicer Name: _____
Address to ship Collateral File to: _____	

2. Select the product for the bulk release:

Product Information
Choose one product per form:
Product: <input type="checkbox"/> MPF Traditional <input type="checkbox"/> MPF Xtra

3. In the Loan Information section, insert *See Attachment* for the Property Address field:

Loan Information	
Master Commitment Number: _____	MPF Loan Number: _____
Original Loan Amount: _____	Borrower Name: _____
Property Address: <i>See Attachment</i>	

For MPF Xtra funded loans must also provide one of the following:
<input type="checkbox"/> Fannie Mae Loan Number: _____
<input type="checkbox"/> Attached a list with all Fannie Mae Loan Numbers associated with this request.

For MPF Xtra loans insert the FNMA loan number or include the list with all FNMA loan numbers for the request.

Note: To access the FNMA loan numbers review, the [Fannie Mae Loan Number Retrieval Functionality job aid](#).

4. Develop an Excel spreadsheet with the following MPF Loan data:

- Master Commitment (MC) Number
- MPF Loan Number
- Original Loan Amount
- Borrower Name
- Property Address
- Reason for Request (A list of options can be found in the Reason for Request section on Form SG340)

5. Complete the Employee Information:

Employee Information	
By submitting this form, I certify that the information contained herein is true and accurate.	
Printed Name of Employee Completing Form: _____	
Signature of Employee: _____	
Title: _____	Email: _____
Phone Number: _____	Date Submitted: _____

6. Submit Form SG340 and the spreadsheet to MPF-Help@fhbc.com and MPFReleaseTeam@computershare.com for processing.

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