

MPF[®] Participating Financial Institution (PFI) – Becoming a PFI
Deliverable Documentation - Checklist

Please complete the documents described below to apply to become a Participating Financial Institution (PFI) under the Mortgage Partnership Finance (MPF) Program. The guides that are referenced throughout the Application can be found at <http://www.fhlbmpf.com> and select "Online Guides".

SUPPORT DOCUMENTATION

- Application
- Resolution for Mortgage Partnership Finance Participating Financial Institution Agreement

The resolution must be dated on or before the remaining executable documents. A Board Secretary or an Assistant Secretary must certify that this Resolution has been duly adopted by your Board of Directors at a regular meeting or a duly called special meeting granting designated officers the authority to execute the PFI Agreement and such further agreements, amendments, documents, or instructions as may be required.

- Participating Financial Institution Agreement

This form covers the contractual terms under which the PFI will originate and service loans into the MPF Program. One or more signatures of duly authorized officers of the PFI pursuant to the PFI's resolution are required.

- Fidelity Bond and Errors and Omissions Insurance documents and form
 - Evidence of Fidelity Insurance Coverage – protection to the PFI for losses due to fraudulent or other dishonest acts committed by its officers, employees or others duly authorized to act on the behalf of the PFI.
 - Evidence of Mortgage Holders Errors & Omissions Insurance Coverage – protection to the PFI for losses caused by negligence, errors, or omissions committed by the persons required to be covered by the member's fidelity insurance in the performance of duties related to mortgage origination, selling or servicing.

Attach Errors & Omissions and Fidelity Bond declaration pages.

- Third Party Origination form
- In-House QC Questionnaire - Please complete this In-House QC Questionnaire as part of the application process for the MPF Program. The purpose of completing this questionnaire is twofold: 1) it provides a current status as to the In-House QC program that you may have operating, and 2) it should help you to determine whether you have the necessary features required for the MPF Program's In-House QC requirements.

- Please provide resumes for primary staff that will be directly involved in the MPF Program.**

- Mail completed documents to: FHLBank Topeka
Attn: Product Administration
One Security Benefit Place, Suite 100
Topeka, KS 66606-2444