

MORTGAGE PARTNERSHIP FINANCE® (MPF®) PROGRAM

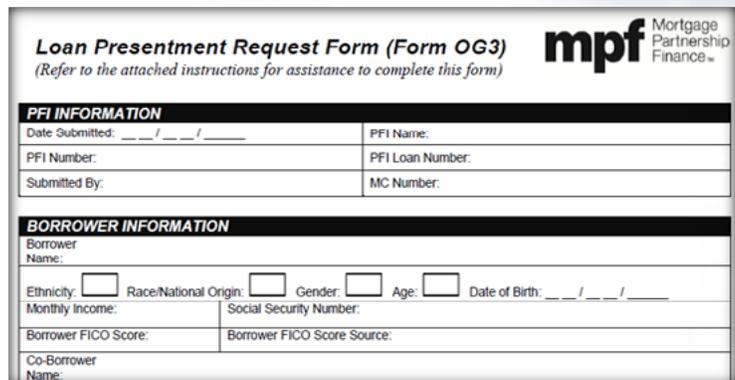
Batch Submission Process for Loan Presentment

You have two choices in submitting loan data under the MPF Program: Form OG3 or batch processing. Featured below are instructions for submitting your files quickly and easily through the batch process.

Loan Presentment – Form OG3

Every mortgage to be delivered under the MPF Program must first be submitted for loan presentment. Loan data is submitted through the loan presentment process, which consists of a data entry form (Form OG3) located on the eMPF® website.

For each conventional loan, the data will be evaluated using the MPF credit enhancement rating system. A loan level credit enhancement amount and percentage will be provided.



PFI INFORMATION	
Date Submitted: ___/___/___	PFI Name:
PFI Number:	PFI Loan Number:
Submitted By:	MC Number:
BORROWER INFORMATION	
Borrower Name:	
Ethnicity: <input type="checkbox"/>	Race/National Origin: <input type="checkbox"/> Gender: <input type="checkbox"/> Age: <input type="checkbox"/> Date of Birth: ___/___/___
Monthly Income:	Social Security Number:
Borrower FICO Score:	Borrower FICO Score Source:
Co-Borrower Name:	

Partial example of form

Loan Presentment – Batch Processing

Although the Form OG3 option is used by many MPF Program customers, you may find it more efficient to download loan data from your loan origination system and subsequently upload that information to us in a batch file. To electronically submit one or more loans for loan presentment through the MPF Program batch submission process, please follow the file development and file submission instructions on the next page. The required data is largely based on the same Uniform Loan Delivery Dataset (ULDD) file required by Fannie Mae and Freddie Mac.

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BATCH SUBMISSION PROCESS FOR LOAN PRESENTMENT

Batch File Development Instructions

Uniform Loan Delivery Dataset (ULDD) File Development

From the main MPF Program website (www.fhlbmpf.com) click on the **UMDP for MPF Xtra® link** for important ULDD information. This section is located at the bottom of the main MPF Program website.



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Note that even though your loan file is for an MPF Traditional product, such as MPF Original or MPF 125, etc., the batch processing option uses the same ULDD template as customers use for the MPF Xtra product.

Under the **Resources** section, click on the link entitled **Detailed Reference List of ULDD Fields** for a complete list of required loan data fields.

MPF Program Detailed Reference List of Required or Conditionally Required ULDD Fields (Origination Guide Exhibit 5-X)						
(Bolded Fields indicate a Required Field for MPF that your LOS may not automatically capture or deliver as a data point, which may be different than the standard ULDD produced by your LOS)						
MISMO Sort ID	MISMO Data Point Name ¹	Description	Corresponding MPF Data Element (See Form OG3)	NEW (Y/N)	Field Conditionality	Enumeration
10	AddressLineText	The address with the address number, pre-directional, street name, post-directional, address unit designators, and address unit value.	Property Address	N	Required for all Loans	The Mortgaged Property address populated in the loan delivery XML file must accurately reflect the Mortgaged Property address (including unit, if applicable) documented on the Note associated with the specified Mortgage Loan.
14	CityName	The name of the city.	City	N	Required for all Loans	The city name submitted should exactly match how it is recorded on the Note
15	CountyName	The name of the county within a state.	County	N	Optional - provide if able	
16	PostalCode	The postal code (ZIP Code in the US) for the address. ZIP Code may be either 5 or 9 digits.	Zip Code	N	Required for all Loans	The Postal Code submitted should exactly match how it is recorded on the note. The Postal Code can be either 5 or 9 digits. Do not include dashes. Only the leading 5 digits will be used. The zip code in this field must match the zip code information provided on the Appraisal.
18	StateCode	The two-character representation of the US state, US Territory, Military APO FPO, or Territory.	State	N	Required for all Loans	Use US Postal Service list of two-character codes

Partial example of list

Additional Information File Development

Additional fields for conventional and government loans are required for loan presentment under the MPF Program. For template, sample and layout examples, go to the **eMPF website** (click on **Visit the eMPF Website** link). Note: You will need a username and password to access the eMPF website.

-  [MPF Portfolio Additional Info File - Template](#)
-  [MPF Portfolio Additional Info File - Sample](#)
-  [MPF Portfolio Additional Info File - Layout](#)

A	B	C	D	E	F
Item #	Field Name	Data Type	Description and Valid Values	Comments/Definitions	Required
1	SelfLoanIdentifier	Alphanumeric	Lender Loan number	The loan number the Participating Financial Institution (PFI) has assigned to the loan.	X
2	Documentation Type	Numeric	5 = < 13 mos income verify with approved AUS 6 = 13-23 mos income verify with approved AUS 7 = Expedited (Streamlined) ref documentation 8 = >= 24 months income verify 20 = >= 24 months or more employment & Income Verify	The lowest level of documentation used to qualify any borrower on a loan based upon the time period covered by the documentation, as indicated. Note that use of documentation types other than 7 and 8 is permitted when using an approved AUS with output allowing such reduced documentation, as indicated in Chapter 2.17 of the Underwriting Guide. Leave blank for Government loans.	X
3	Rent Plus Utilities - Unit 1	Numeric	9 (9) example: 999999.99	For 2-4 unit Mortgaged Properties only: The amount of rent plus any utilities paid as part of the rent, in whole dollars, for each non-owner occupied unit.	X
4	Rent Plus Utilities - Unit 2	Numeric	9 (9) example: 999999.99	For 2-4 unit Mortgaged Properties only: The amount of rent plus any utilities paid as part of the rent, in whole dollars, for each non-owner occupied unit.	X

Partial example of layout list

Batch File Submission Instructions

Now that you have your ULDD and Additional Information files prepared, the next steps involve selecting the appropriate master commitment number and then uploading the files. If errors exist on the file, there will be an opportunity to correct the data and resubmit.

STEP 1 - Go to the *eMPF website*, and enter your username and password. Under the **Transactions** tab, select the **Submit Batch** option.

STEP 4 - From the **Batch File** option, **Browse** to select the FNMA ULDD (.xml) file to be included in the batch.

STEP 5 - From the **Additional Info File** option, **Browse** to select the additional file to be included in the batch. This is an Excel file, but must be saved/submitted in csv format.

STEP 2 - From the auto-populated master commitment list (**MC List**), select the appropriate master commitment number for your institution.

MC	Commitment	Amount	Commitment ID	Approval	Loan	Program	Priority
100	1000000000	1000000000.00	1000000000	1000	1000	1000	1000

STEP 3 - From the **Batch Type** option, select **LPR** from list to review for any file errors (or) **LPR and Fund** to submit batch for funding. It is highly recommended to initially select the LPR option to ensure your file is error free.

STEP 6 - Click the **Submit Batch** button to upload the files.

You're done!

A confirmation screen appears and displays a batch number and status. You can confirm the batch was submitted successfully by reviewing the Batch Detail Report. The Batch Detail Report is your loan confirmation including your MPF loan number, credit enhancement obligation amount and agent fee.

LEARN MORE

If you have any questions in creating or submitting the input file, please contact us.

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For a full list of other helpful guides about the MPF Program, visit our website at www.fhlbtopeka.com/mpf, select **Operational Guides** under **Related Resources**.



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