

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.fhlnmpf.com> and select "MPF Guides".

SUPPORT DOCUMENTATION

Resolution for Mortgage Partnership Finance Participating Financial Institution Agreement

The resolution must be dated on or before the remaining executable documents. Original, wet signatures must be obtained for all those listed on the resolution. A Board Secretary or an Assistant Secretary must certify 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.

Application – Be sure to include the following additional information with the completed Application.

Fidelity Bond and Errors and Omissions Insurance

- 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.
- Loss Payee rider showing Federal Home Loan Bank of Topeka listed as loss payee on either one or both the Fidelity and Mortgage E&O insurance.

Attach Errors & Omissions, Fidelity Bond and Loss Payee declaration pages.

Please provide resumes for primary staff that will be directly involved in the MPF Program along with an org chart.

Please provide Quality Control Procedures.

- Mail original, wet signature documents to: FHLBank Topeka
Attn: Prod Admin
500 SW Wanamaker
Topeka, KS 66606