



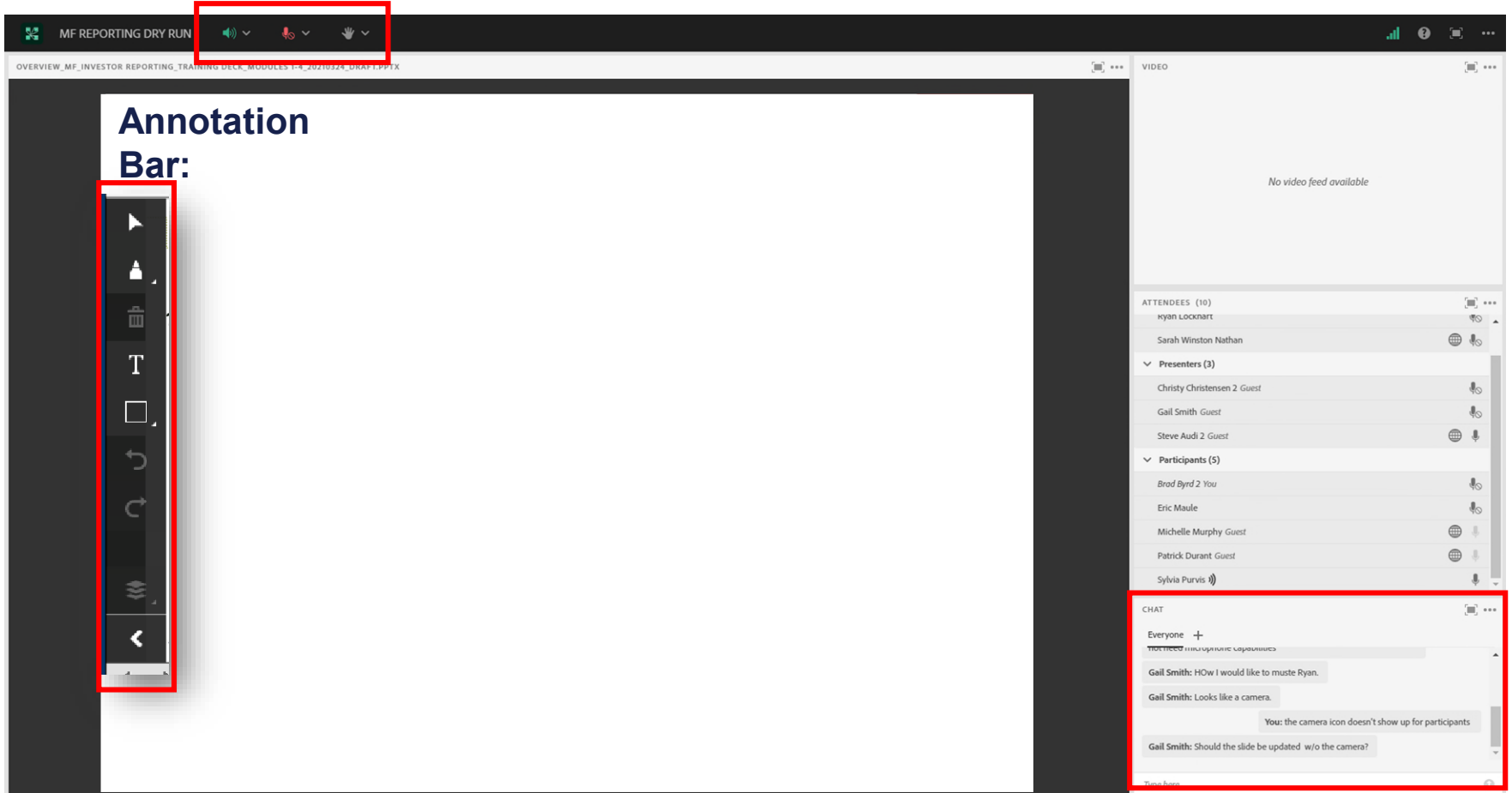
Single Family Virtual Issuer Training

Ginnie Mae Reporting and Feedback System (RFS)

December 22, 2023

INTERACTION INSTRUCTIONS

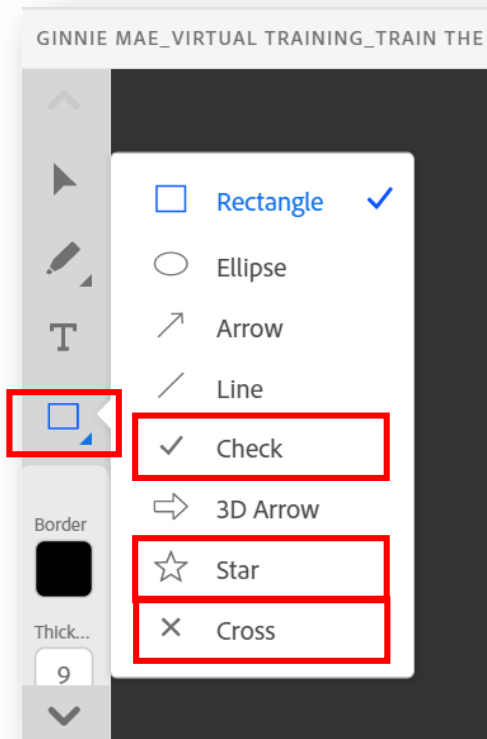
Audio/Microphone/Actions:



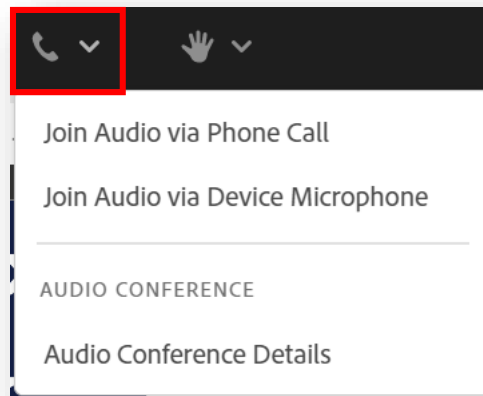
Chat Box:

INTERACTION INSTRUCTIONS

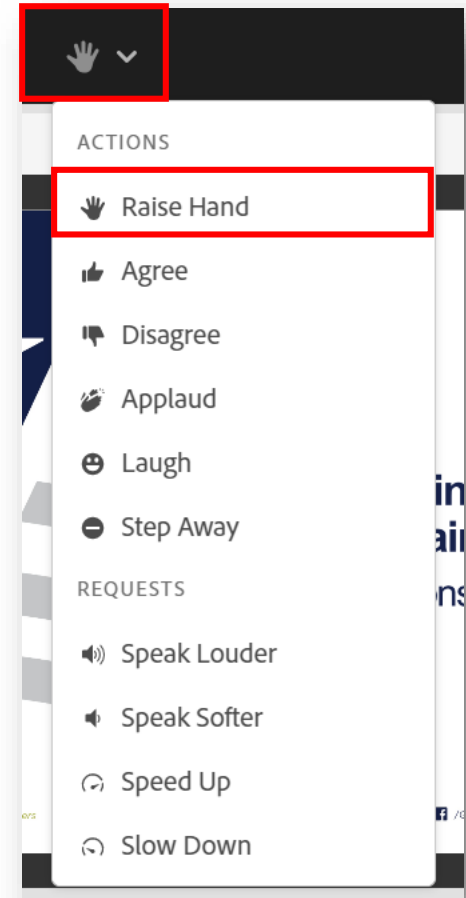
Annotations:



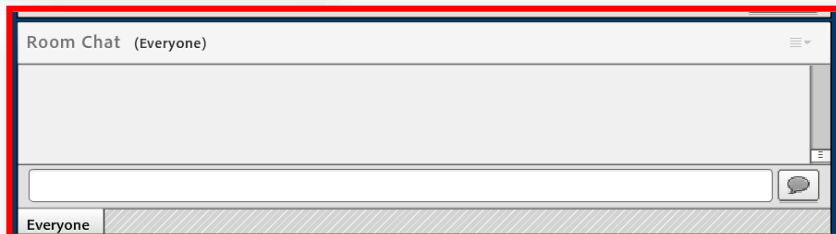
Audio:



Actions:



Chat Box:



SINGLE FAMILY VIRTUAL ISSUER TRAINING

Presenter

Christy Christensen

Steve Audi

Debbie Boles

Melanie Burton

SESSION 2 RECAP

What were your key takeaways from Session 2?
Do you have any unresolved questions?
(Use the whiteboard text annotation tool to respond)



SESSION 2 RECAP

Topics Covered in Session 2:

5

RFS Monthly Report of Pool and Loan Data

- List the four types of RFS records
- Explain how to edit records appropriately
- Define which calculations are performed by RFS
- Distinguish which fields an Issuer is responsible for reporting and editing

6

RFS Exception Feedback

- Define common Exceptions messages and Summarization Alerts
- Describe how to navigate the Exception Summary screen to view Exception Feedback
- List steps to retrieve and download Exceptions Feedback file

7

Overview of Reporting Workflow

- Describe two ways to report Pool and Loan level data
- List when and which records are required to be reported
- Describe how to report corrections
- Explain how to confirm a file was uploaded successfully

AGENDA

Session 1:

- 1 | Introduction
- 2 | Reference Documentation
- 3 | RFS Reporting Timelines
- 4 | E-Notification

Session 2:

- 5 | RFS Monthly Report of Pool and Loan Data
- 6 | RFS Exception Feedback
- 7 | Overview of Reporting Workflow

Session 3:

- 8 | Additional Reporting Requirements
- 9 | Cash and Reconciliations

Additional Investor Reporting Requirements

OBJECTIVES: ADDITIONAL REPORTING REQUIREMENTS

Module Objectives



What tasks should an Issuer be able to complete after training?

What new information will Issuers be exposed to?

List additional **monthly reporting requirements**

List additional **quarterly reporting requirements**

Explain the **timeline for additional reporting requirements**

ADDITIONAL INVESTOR REPORTING REQUIREMENTS

1

Monthly Reporting Certification – opens 10th business day, completion due by 14th business day

2

Loan Matching and Suspense - **Monthly**

3

11714 Remittance Advice – GNMA I certificated - **Monthly**

4

SCRA – **Quarterly**

5

CAVS – **Quarterly**

6

WHFIT – **Quarterly**

7

New Pools Data Quality – **Monthly**

MONTHLY REPORTING CERTIFICATION

**Opens 10th Business Day
Completion due by 14th Business Day**

Exception Feedback

1.0

[Home](#) [Summary](#) [Exceptions](#) [Download](#) [User Guide](#)

Issuer Summary Alert List

Issuer ID:

9225

Report Period:

09/2016

GO

Last File Submission Date 10/06/2016 12:05 Last Pool Summarization Date 10/18/2016 21:27

Pool Exceptions 0 [Exception List](#)

Loan Exceptions 1 [Exception List](#)

	Reported Loans	Expected Loans	Liquidated Loans	Delinquent Loans	Delinquent Loans	1 Month	2 Months	3+ Months	Foreclosure	DQ2+
					Percentage	Delinquent	Delinquent	Delinquent		
I	0	0	0	0	0.0000%	0	0	0	0	0.0000%
II	382	382	1	16	4.1995%	9	4	3	4	1.8373%
Total	382	382	1	16	4.1995%	9	4	3	4	1.8373%

	Reported Pools	Expected Pools	T & I Funds	Other Funds	Guaranty Fee	Fixed Installment	Unpaid Pool	Security Remaining	Principal Due	Interest Due
						Constant	Principal Balance	Principal Balance	Holdes	Holdes
I	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
II	70	70	\$410,285.83	\$243,972.52	\$3,472.90	\$340,428.26	\$70,722,536.55	\$70,617,429.42	\$324,439.38	\$207,120.41
Total	70	70	\$410,285.83	\$243,972.52	\$3,472.90	\$340,428.26	\$70,722,536.55	\$70,617,429.42	\$324,439.38	\$207,120.41

[Monthly Certification](#)

MONTHLY REPORTING CERTIFICATION

Must have a SecurID Token:

- **For Issuer**, user ID must be a signor on form HUD 11702 Resolution of Board of Directors (approved in MAMS).
- **For Subservicer**, user ID must be a signor on their Issuer's form HUD 11702 and must have form HUD-11707 Master Servicing Agreement (approved in MAMS).

Exception Feedback

1.0 [Home](#) [Summary](#) [Exceptions](#) [Download](#) [User Guide](#)

Issuer Summary Alert List

Issuer ID: Report Period:

Monthly Reporting Certification

Issuer ID: Reporting Period: 09/2016

I hereby certify that all of the information contained herein and submitted electronically for Issuer Monthly Report of Pool and Loan Data is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement, representation, or certification on this form or on any accompanying documents, I may be subject to civil and criminal penalties, including fines and/or imprisonment, under applicable federal law, including but not limited to 18 U.S.C. §§1001, 1010, and 1012, and 31 U.S.C. §§3729 and 3802.

First Name	Last Name	Title	Organization ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

LOAN MATCHING AND SUSPENSE – A MODULE OF RFS

Ginnie Mae Loan Matching

WHAT IS IT

RFS automated process; runs “monthly”; electronically matches Issuer-reported loan data to the Agency “master” data

EXAMPLES

- *FHA Single Family Insurance System A43 Database (SFIS)*
- *Computerized Homes Underwriting Management System (CHUMS)*
- *VA Guaranty Data*
- *RD (USDA RHS) USDA RD Endorsement Data*
- *NA (PIH) not matched at this time*

LOAN MATCHING AND SUSPENSE

Ginnie Mae Loan Matching – “Match Criteria”

Issuer Reported Loan Data (RFS Reporting) is matched to Agency Reported Loan Data



- Fields Matched:
 - Case Number* (Field 5 RFS “L” Record)
 - OPB** (Field 10 RFS “L” Record) for FHA, VA, and RD
- FHA Streamline includes these fields: Interest Rate, Maturity Date, Zip Code***
- Issuers must resolve “Non-Matches”


* Agency Case Number within 15 Digit RFS reported Case Number

** Original Principal Balance per the mortgage note

*** First 3 digits

ACCESSING MATCHING AND SUSPENSE

Communities  Tools  Knowledge Center

Applications			Bookmarks 	
RFS	IPMS	Other Applications	Bloomberg	eMBS
eNOTE	SecurID Token Validation	GinnieNET	FHA Connection	FHA Website
File Upload	Verify Role Assignment	SFPDM	Fitchratings	Ginnie Mae
IOPP			HUD	HUD Locator
Issuer Feedback			Issuer Calendar	MBA
MAS			MBS - DD	MBS - GA
PA / EF			MBS Guide	MBS - MDS
PA / MF			Pay.gov	Rural Housing
PA / SF			VA - HUD	VALERI
SCRA				
WHFIT				

NON-MATCHING LOANS DOWNLOADS

Matching and Suspense (MAS)

Home Loan Suspense Matching Results Downloads About MAS User Guide

Navigation Overview

Click on the tabs/links at the top of this page to navigate to the various areas of RFS Matching and Suspense:

- Home
- Loan
- Suspense
- Matching Results
- Downloads
- About MAS
- User Guide

The purpose and general content of each major function is as follows:

Home

Click on this tab from any page to return to the home page.

Loan

Click on this tab to display the Loan Detail screen.

Suspense

Click on this tab to display the Suspense List screen.

Matching Results

Click on this tab to display the Matching Results screen.

Insurance

Terminate

Suspense

Aged Matching

Aged Terminated Matching

Various Suspense

Loan Match User Guide Online

INSURANCE MATCHING DOWNLOAD FILE

GINNIE MAE INSURANCE VERIFICATION NON-MATCH RESULTS – FHA

Report LL-0875

Report Date: 06/2020

Downloads are available for review after the 5th BD. Updates are available to view/download after the 10th BD and after the 25th CD; as this download is dynamic. MAT exceptions (Exception Feedback) are static for the month.

For non-modified FHA loans: Five data fields are used for loan matching. If the issuer-reported data does not match the FHA-reported data; it appears on this download.

See MAS User Guide / section 7.2:

- 1) **Loans with a Match Code of MC or NC:** Contact the Agency and confirm that the insurance is Active for the current Reporting Period and verify the OPB matches the Mortgage Note.
- 2) **For aged Non-matching loans refer to APM 18-01:** Mandatory Buyout of Loans Missing the Requisite Federal Agency Insurance or Guarantee. Contact the Ginnie Mae Loan Buyout Team at GinnieMaeBuyout@Hud.gov regarding the mandatory buyout approval.
- 3) **If the loan had a curtailment:** contact GinnieMaeHelp@Deloitte.com. Refer to MAS User Guide section 9.
- 4) **If the loan has been modified:** Confirm the Ginnie Mae reported OPB matches the Mortgage Note; and the Loan Purpose Code is reported as 3 (HAMP) or 4 (non-HAMP) in the Various record.

Refer to MBS Guide / Appendix VI-19 / Record Layout Structure / V-Variou Loan Record.

INSURANCE MATCHING DOWNLOAD FILE

MA

Matched on Case Number and OPB; verify Interest Rate (MAT003) / Zip Code (MAT004) / Maturity Date (MAT005) (FHA Streamline Refi only)

MC

Matched on Case Number only; Verify OPB (MAT002); Confirm that the loan's insurance is active

NC

Not matched on Case Number; Verify Case Number (MAT001) and OPB; Confirm that the loan's insurance is active

Unique Loan Id	Pool Id	Case Number	Issuer Loan Id	Match Code	Matching Date	Loan Type	Pool Issue Date	OPB	Agency Mat	Loan Mat	Agency Int	Loan Int	Agency ZIP	Loan ZIP
ISSUER ID: 1234														
204781111	#697974	#000485922211111	#0000220611111	MA	7/8/2019	FHA	6/1/2010	162993	1-Jun-40	1-Dec-40			#	#
205462222	#737486	#001055836322222	#0000372822222	MA	11/16/2010	FHA	10/1/2010	116432			4.625	4.375	#	#
207023333	#738650	#003724261733333	#0000321833333	MA	7/7/2020	FHA	8/1/2011	138468					#148	#144
214864444	#AF1085	#000527877144444	#0000488944444	MC	7/7/2015	FHA	6/1/2015	226556						

MATCH STATUS CODE VS PA-SF EXCEPTIONS

NC – MAT001

Not matched on Case Number; Verify the Loan is actively insured, Verify you are reporting the correct Case Number and OPB, Verify the Agency is reporting the correct Case Number and OPB, if not have it corrected.

MC – MAT002

Matched on Case Number only; Verify the Loan is actively insured, Verify you are reporting the correct Case Number, Verify the Agency is reporting the correct Case Number, Verify OPB matches the NOTE.

MA/NI

Matched on Case Number and OPB (FHA streamline only)

Verify Interest Rate = MAT003

Verify you are reporting the correct Interest Rate, Verify the Agency is reporting the correct Interest Rate, if not have it corrected.

Maturity Date = MAT005

Verify you are reporting the correct Maturity Date, Verify the Agency is reporting the correct Maturity Date, if not have it corrected.

Zip Code = MAT004

Verify you are reporting the correct Zip Code, Verify the Agency is reporting the correct Zip Code, if not have it corrected.

MANUALLY HARD-CODING MC STATUS LOANS

*Hard-Coding Loans with a **Principal Reduction***

*Hard-Coding **Modified** Loans with **Principal Reductions***

*Hard-Coding **VA Vet/Non-Vet (joint)** and **TX Land Board** Loans*

*USDA RD Loans for **multiple borrowers on a loan***

*USDA RD Loans when the **primary borrower is deceased***

NOTE: We are never permitted to receive documentation via email or secure email, evidence must be securely uploaded to RFS.

RFS LOAN MATCHING SUSPENSE NOTIFICATION

View Issuer Notification

Issuer #: 9225

Date Created: 4/14/2017 1:13:19 PM

Reference #: 840685

Notice Type: Loan Processing

Subject: RFS Suspense Download

Message: Suspended records for the March reporting period are now available to view and download from the Ginnie Mae RFS Matching and Suspense (MAS) module. Instructions to view Suspense Items and download the Suspense List are found in Section 5.2 and Section 7.4 respectively of the MAS User Guide. Click on the MAS Suspense tab to view suspended records. Click on Suspense under the Download tab and follow the instructions to download the Suspense List. Review the items, mark the records with an A to accept or an R to reject in the appropriate column, and return it in spreadsheet format only to GinnieMaeSuspense@deloitte.com no later than 9:00 AM EST on the 2nd to last Business Day of April .

Read By:

Date Read:

[Back](#)

TERMINATED LOAN MATCHING E-NOTIFICATION

Terminated Loan Matching Notification

07/16/2018 02:34:09PM

View Issuer Notification

Issuer #:

Date Created: 7/16/2018 2:34:09 PM

Reference #: 980802

Notice Type: Loan Processing

Subject: Terminated Loan Matching Notification

Message:

(right click on a file name below to download the file)

[mas_itr003_20180716_1434.pdf](#) (171769)

Read By:

Date Read:

[Back](#)

MATCHING AND SUSPENSE – TIMELINE

Matching and Suspense Workflow Schedule

Schedule	Download File or Letter	E-Notification
After 5th BD, 10th BD and 25 th CD	“Insurance” Match all 3 Agencies (Corrections can be made between the 5 th and 10 th BD, and after 10 th BD)	No
After 5th BD and 10 th BD	Match to Terminate FHA and RD only. E-Note is sent after the 6 th BD.	Yes
After 5th BD and 10th BD	Loan Match Suspense (for Data Changes). E-Note is sent after the 10 th BD.	Yes
After 5th BD, 10th BD and 25 th CD	Aged Matching Monthly. E-Note is sent after the 8 th BD.	Yes
After 5th BD and 10 th BD	Aged Terminated Matching	No
7th BD	Various Suspense (for Data Changes)	Yes
Contacted As Applicable	Monitoring Letters	No

LOAN MATCHING AND SUSPENSE - WEBINAR

Ginnie Mae Loan Matching and Suspense

Loan Matching and Suspense webinar – November 17, 2021

[Ginnie Mae Loan Matching Webinar – YouTube](#)

11714 REMITTANCE ADVICE – REPORTING IN RFS

Issuers that make payments directly to holders of
certificated Ginnie Mae securities.

Pool Accounting – Single Family

1.0 [Home](#) [Pool](#) [Loan](#) [Quarterly Verification](#) [Remittance Advice](#) [User Guide](#)

HUD 11714/SN Monthly Remittance Download

Issuer ID Pool ID Certificate Number Report Period

Instructions for Remittance Advice Reporting

This screen is the starting point for reporting of 11714 - Monthly Remittance Advice and 11714SN - Monthly Serial Note Remittance Advice data. In the current period Users can view, update, create, and delete Monthly Remittance Advice records. All other periods are view only. Issuers may also report their 11714 - Monthly Remittance Advice and 11714SN - Monthly Serial Note Remittance Advice data via the Ginnie Mae Enterprise Portal file upload, as described in Appendix VI-10 and Appendix VI-11. The Monthly Remittance Download report provides a list of the records entered and a summary of the total number of records and total dollar amounts.

To view, enter, or edit Remittance Advice records online:

1. Select the Issuer ID
2. Enter the Pool ID
3. Enter the Certificate Number
4. Select a Reporting Period

11714 REMITTANCE ADVICE – REPORTING IN RFS

_____ Issuers that make payments directly to holders of _____
certificated Ginnie Mae securities.

The screenshot shows a web application interface for "Pool Accounting – Single Family". At the top, there is a navigation menu with links for "Home", "Pool", "Loan", "Quarterly Verification", "Remittance Advice", and "User Guide". Below the navigation is a breadcrumb trail: "HUD 11714/SN Monthly Remittance Download". The main content area contains two dropdown menus: "Issuer ID" and "Report Period". Below these is a blue bar with the text "Monthly Remittance Download". Underneath, there is a blue link that says "Click the Download Button to generate a full Monthly Remittance Advice List". At the bottom of the form is a button labeled "DOWNLOAD".

Servicemembers Civil Relief Act (SCRA)

MBS Guide Chapter 34-3 SCRA Interest Shortfall Assistance



- Federal SCRA provides that no obligation or liability bearing interest at a rate in excess of 6% a year incurred by a borrower before the borrower enters active military duty shall, during the borrower's period of active military duty and for one year thereafter, bear interest at a rate in excess of 6% a year. Once the borrower's period of active military duty and one year thereafter is over, the Issuer is permitted to collect the rate of interest provided for in the mortgage.
- Ginnie Mae is authorized reimburses Issuers for interest forgiven under the SCRA for the borrower's period of active military duty, and as set forth fellow for up to one year following the active-duty period.
- Ginnie Mae reimburses Issuers for interest forgiven under the SCRA for one year after a borrower's period of active military duty provided that the borrower was on active duty on or after July 30, 2008, as provided for in the Housing and Economic Recovery Act (HERA) of 2008.
- All SCRA documentation is now uploaded through MGM per APM 20-04 SCRA Process Improvements.

SERVICEMEMBERS CIVIL RELIEF ACT (SCRA)

Communities ▾ **Tools ▾** Knowledge Center

Applications		Other Applications	Bookmarks Edit	
RFS	IPMS		Bloomberg	eMBS
eNOTE	SecurID Token Validation	GinnieNET	FHA Connection	FHA Website
File Upload	Verify Role Assignment	SFPDM	Fitchratings	Ginnie Mae
IOPP			HUD	HUD Locator
Issuer Feedback			Issuer Calendar	MBA
MAS			MBS - DD	MBS - GA
PA / EF			MBS Guide	MBS - MDS
PA / MF			Pay.gov	Rural Housing
PA / SF			VA - HUD	VALERI
SCRA				
WHFIT				

SERVICEMEMBERS CIVIL RELIEF ACT (SCRA)

Servicemembers Civil Relief Act (SCRA)

[Home](#)[Eligibility](#)[Reimbursement](#)[E-Library](#)[User Guide](#)

• Eligibility Processing

- [Summary](#)
- [Eligibility Form](#)
- [New Eligibility List](#)
- [Pending Eligibility List](#)
- [Denied Eligibility List](#)
- [Approved Eligibility List](#)
- [Download Eligibility Feedback](#)

• Reimbursement Processing

- [Summary](#)
- [Reimbursement Form](#)
- [New Reimbursement List](#)
- [Pending Reimbursement List](#)
- [Denied Reimbursement List](#)
- [Approved Reimbursement List](#)
- [Download Reimbursement Feedback](#)

• E-Library

- [Archived Eligibility List](#)
- [Archived Reimbursement List](#)
- [Bulk Archive](#)

• Other Information

- [View Issuer Information](#)
- [Loan Key Lookup](#)
- [View/Update SCRA Contact](#)
- [Contact Us](#)

• Important Submission Schedule

- SCRA Eligibility Requests have no submission deadline.
- SCRA Reimbursement Requests are submitted quarterly and are due by the 10th of May, August, November, and February.
- Corrections to Reimbursement Requests are due by the 15th of May, August, November, and February.
- Approval is a rolling process. Records will automatically be moved to the appropriate list immediately after processing.
- An email report will be sent to the SCRA contact email address for each process.
- Between the 20th and the 28th of each Reimbursement reporting month, modification is restricted to pending reimbursements.

QUARTERLY VERIFICATION – REPORTING IN RFS

Custodial Account Verification “CAVS”

MBS Guide Chapter 16-8 Custodial Institution Ratings.



Issuer must **submit a verification between the 6th and the 15th business day** of March, June, September and December stating funds **custodian meets the requirements** as specified in Chapter 16-8



Must be reported to RFS by **online data entry or file upload**.



Separate certification for each fund custodian pursuant to Master Agreement for Servicer’s Principal and Interest Custodial Account, form HUD 11709.

QUARTERLY VERIFICATION

Pool Accounting – Single Family

1.0

Home

Pool

Loan

Quarterly Verification

Remittance Advice

User Guide

Home

Navigation Overview

Use the tabbed links at the top of this page to navigate to the major functional areas of Single Family RFS:

- Home
- Pool
- Loan
- Quarterly Verification

QUARTERLY VERIFICATION

Pool Accounting – Single Family

1.0 [Home](#) [Pool](#) [Loan](#) [Quarterly Verification](#) [Remittance Advice](#) [User Guide](#)

Custodial Account Verification

Issuer ID: Reporting Quarter:

Instructions for Verification Records

1. This screen is the starting point for custodial account verification reporting.

RFS "pre-populates" custodial account records based on the Issuers monthly Pool Reports to RFS. The next screen will show records that are "pre-populated"; records that have been previously created for this period by the Issuer; and it will show any records uploaded for this period by the Issuer.
2. Make sure the Issuer ID is correct;
 1. Select the current Reporting Quarter from the Drop Down;
 2. Click GO.
3. The next screen allows data entry of custodial account verification records.
 1. To enter data for an existing record, select the record and on the edit screen enter the custodial account verification data.
 2. To enter a new record, click on "New Quarterly Verification Record". Select the "Account Type" and enter the custodial account verification data.
 3. To delete a record, click on "Delete". Only the editable data fields will be deleted.

If additional instruction is needed, download the User Guide. Select "User Guide" from the top menu bar on this page.

WHFIT TAX REPORTING – A MODULE OF RFS

Widely Held Fixed Investment Trust (WHFIT) Reporting



- Reported through **MGM, Tools**, Select “**WHFIT**” or file upload.
- Additional information in FAQs – subcategory – WHFIT
- WHFIT tax information is to be **submitted by the 10th calendar day** of the month – **corrections due by 15th calendar day**


Report Months	Quarterly Reports
January, February, March	Due April 10th, corrections by the 15th
April, May, June	Due July 10th, corrections by the 15th
July, August, September	Due October 10th, corrections by the 15th
October, November, December	Due January 10th, corrections by the 15th

Appendix VI-18 Widely Held Fixed Investment Trust

https://ginniemae.gov/issuers/program_guidelines/MBSGuideAppendicesLib/Appendix_VI-18.pdf

WHFIT TAX REPORTING

Communities  Tools  Knowledge Center

Applications	IPMS	Other Applications	Bookmarks 	
RFS	SecurID Token Validation	GinnieNET	Bloomberg	eMBS
eNOTE	Verify Role Assignment	SFPDM	FHA Connection	FHA Website
File Upload			Fitchratings	Ginnie Mae
IOPP			HUD	HUD Locator
Issuer Feedback			Issuer Calendar	MBA
MAS			MBS - DD	MBS - GA
PA / EF			MBS Guide	MBS - MDS
PA / MF			Pay.gov	Rural Housing
PA / SF			VA - HUD	VALERI
SCRA				
WHFIT				

WHFIT TAX REPORTING

File Upload or Manual Entry

Widely Held Fixed Investment Trust

- Home
- Issuer
- Reports
- About WHFIT
- User Guide

Navigation Overview

Click on the tab/links at the top of this page to navigate to the major functional areas of RFS WHFIT.

- Home
- Issuer
- Reports
- About WHFIT
- User Guide.

The purpose and general content of each major functional area are described below.

Home

Click on this tab from any page to return to the Home page.

Issuer

Click on this tab to display the Monthly Reporting screen.

Reports

Click on this tab to access the WHFIT reports and select the following reports to view:

- Summary Report
- Exception Report.

About WHFIT

Click on this tab to display the RFS software version for WHFIT.

User Guide

Click on this tab to download or display the RFS WHFIT User Guide.

ISSUERS' ANNUAL FINANCIAL DOCUMENTS



Files must be **uploaded through RFS File Upload**.



Issuers must submit **annual financial statements** and related documents in accordance with **Chapter 3 of the MBS Guide**. Such documents must be reported in accordance with Appendix VI-20 of the MBS Guide.



Financial Documents are submitted via the MyGinnieMae (MGM). In accordance with Chapter 3, documents are due within **90 days of the Issuer's fiscal year-end**.



Instructions for electronic submission of the documents through MGM are available in **Appendix VI-20** of the Ginnie Mae Mortgage-Backed Securities Guide.

https://ginniemae.gov/issuers/program_guidelines/MBSGuideAppendicesLib/Appendix_VI-20.pdf



Documents must be in **PDF format**. Detailed instructions for File Naming are provided in Appendix VI-20.



MGM FILE UPLOAD Function is used to upload the documents. Select the "IPA Files" radio button on the File Upload Menu Page.

FILE UPLOAD VIA MGM

The screenshot shows the MGM application menu. The 'Applications' section on the left has 'File Upload' highlighted with a red box. The top navigation bar has 'Tools' highlighted with a red box. Other sections include 'IPMS', 'Other Applications', 'Bookmarks', and 'eMBS'.

Applications	IPMS	Other Applications	Bookmarks	eMBS
RFS	SecurID Token Validation	GinnieNET	Bloomberg	FHA Website
eNOTE	Verify Role Assignment	SFPDM	FHA Connection	Ginnie Mae
File Upload			Fitchratings	HUD Locator
IOPP			HUD	MBA
Issuer Feedback			Issuer Calendar	MBS - GA
MAS			MBS - DD	MBS - MDS
PA / EF			MBS Guide	Rural Housing
PA / MF			Pay.gov	VALERI
PA / SF			VA - HUD	
SCRA				
WHFIT				

The screenshot shows the 'File Upload' interface. The title 'File Upload' is at the top. Below it is a 'Select File Type' dropdown menu. The dropdown is open, showing a list of file types: Custodial Account Verification, Federal Home Loan Supplemental, HRA Files, IPA Files, Matching and Suspense file, MF Prepayment Penalty, PFI - CAA, Pool Accounting Files, Remittance Advice, Service Members Civil Relief Act Files, WHFIT Files, and Supplemental Forbearance File.

File Upload

Select File Type

Custodial Account Verification

- Custodial Account Verification
- Federal Home Loan Supplemental
- HRA Files
- IPA Files
- Matching and Suspense file
- MF Prepayment Penalty
- PFI - CAA
- Pool Accounting Files
- Remittance Advice
- Service Members Civil Relief Act Files
- WHFIT Files
- Supplemental Forbearance File

LOAN REPORTING SCENARIOS

1

Loan Substitution (defective loan) Procedure; and reporting in RFS

2

Loan Purpose 3 or 4 Previously Modified Loan Reporting To GinnieNET; to RFS

3

New Pool Data Quality

LOAN SUBSTITUTIONS



- MBS Guide **Chapter 14-8 (D) Defective Loans**
- Loan may be substituted (with Ginnie Mae approval) if identified as defective **within four months of issue date of pool**
- Replacement loan must **satisfy all pool eligibility requirements**
- Issuer must **submit substitution request** to GinnieMaeBuyout@HUD.gov in accordance with the Form Letter for Loan Repurchase (Appendix VI-2)
- Once approval has been granted, Issuer must **complete substitution form with replacement loan data**
- **Unique Loan ID** will be generated for the substitution **on/after the 25th of the month**
- **Defective loan removed** (liquidated) from RFS using **removal code 5 – Substitution**
- [Ginnie Mae Loan Substitution Webinar](#)

MODIFIED LOANS

Reporting Instructions for Loan Purpose 3, 4 (modified loans)

RFS Reference Appendix VI-19	GinnieNET Reference File Layouts "M" Records	Data Item Name	GinnieNET "M record Instruction" for Pool Issuance	RFS "L" Record Instruction for monthly reporting	Description of Data Item
Field 7	M2 Field 2	First Payment Date*	Report the first scheduled payment of the re-amortized loan	Report the first payment date of the re-amortized loan; the same date reported to GinnieNET	"The date in which the first monthly installment payment was due in accordance with the mortgage/note."
Field 8	M2 Field 3	Loan Maturity Date**	Report the loan maturity date of the re-amortized loan	Report the maturity date of the re-amortized loan; the same date reported to GinnieNET	"The maturity date of this loan in accordance with the mortgage/note."
Field 9	M1 Field 10	Loan Interest Rate	Report the loan interest rate of the re-amortized loan	Report the loan interest rate of the re-amortized loan; the same date reported to GinnieNET	"The interest rate of the loan."
Field 10	M1 Field 12	Loan OPB***	Report the OPB of the re-amortized loan (OPB for the modified loan , not the original OPB)	Report the ORIGINAL OPB of the loan per the "original" note; not the modified OPB	"Original Principal Balance, the dollar amount of the original loan principal balance as stated on the mortgage note."
Field 11	M1 Field 11	Loan FIC (Loan P&I)	Report the monthly FIC (principal and interest) of the re-amortized loan	Report the monthly FIC (principal and interest) of the re-amortized loan; the same date reported to GinnieNET	"The current fixed installment constant of principal and interest payment for this loan"

Some Issuers change the data reported to GinnieNET for Pool Issuance:

*Some issuers change the Date back to the "Original" First Payment Date for RFS reporting. Do not change it.

**Some issuers change the Maturity Date back to the "Original" Maturity Date for RFS reporting. Do not change it. (It is not used in matching for Loan Purpose 3,4)

***For RFS reporting, Issuers must "change" the (modified) OPB that was reported to GinnieNET back to the Original OPB which is to be reported to RFS (OPB per the "original" note for RFS reporting). This is required for Loan Matching.

NEW POOLS DATA QUALITY

Ginnie Mae is requesting verification of loan data reported to GinnieNET on new pool issuances. Notice is posted in E-Notification on the 8th Business Day.

Loan to Value

**Combined
Loan to Value**

Annual MIP

**First Time
Homebuyer**

Follow the instructions on file and send response to:

GinnieMaeDataQuality@deloitte.com

If you have any questions, please contact the Data Quality team at:

240-403-4199 x315.

BEST PRACTICES

100% of Pool and Loan data reported by 2nd Business Day

All E and C level alerts related to the Pool and Loan record must be cleared no later than 7:00 pm (EST) on the 4th Business Day

Consistency of data reported in RFS

Case number reported on Loan File should match case number reported at Origination

Issuers are fully responsible for meeting reporting timelines and accuracy of data reported by a sub-servicer

Adhering to established Cut-off date

Ensure the correct liquidation removal reason code is reported

Analyze and correct RFS edit exceptions per Severity Level requirements

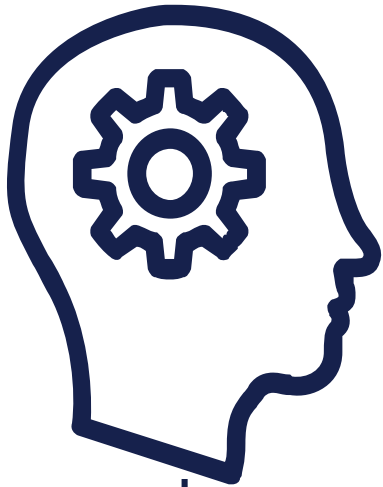
Review E-Notification daily

Polling Questions:

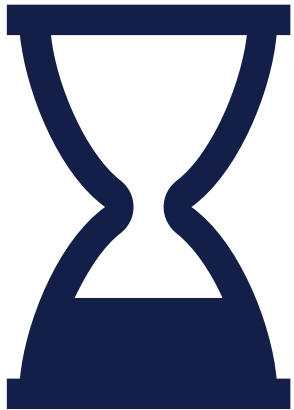
1. **Which screen do you use to complete the Monthly Report Certification?**
 - a) RFS Monthly Summary
 - b) Pool Activity Screen
 - c) WHFIT Screen
 - d) Annual Financial Documents screen

2. **When are Annual Financial Documents due?**
 - a) Yearly
 - b) Quarterly
 - c) 6 months after fiscal year-end
 - d) 90 days after fiscal year-end

3. **When does an issuer receive notice on Terminated loans?**
 - a) 3rd business day
 - b) 7th business day
 - c) 10th business day



BREAK



Please return to complete the second half of today's session after a 5-minute break.

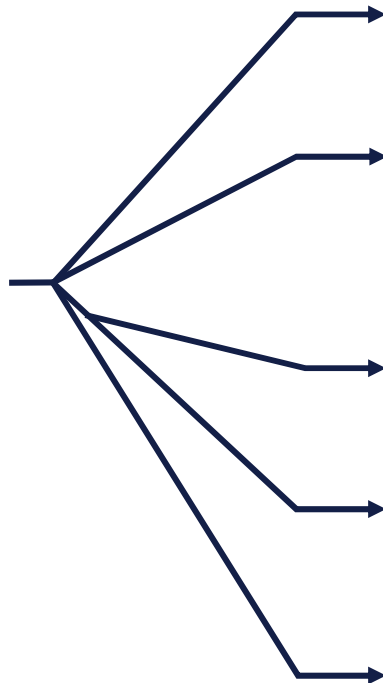
Cash and Reconciliations

OBJECTIVES: CASH AND RECONCILIATIONS



What tasks should an Issuer be able to complete after training?

What new information will Issuers be exposed to?



Module Objectives

CASH

Describe how to report **Cash on Hand** in the appropriate bank account

Describe how to **update Master Agreements**

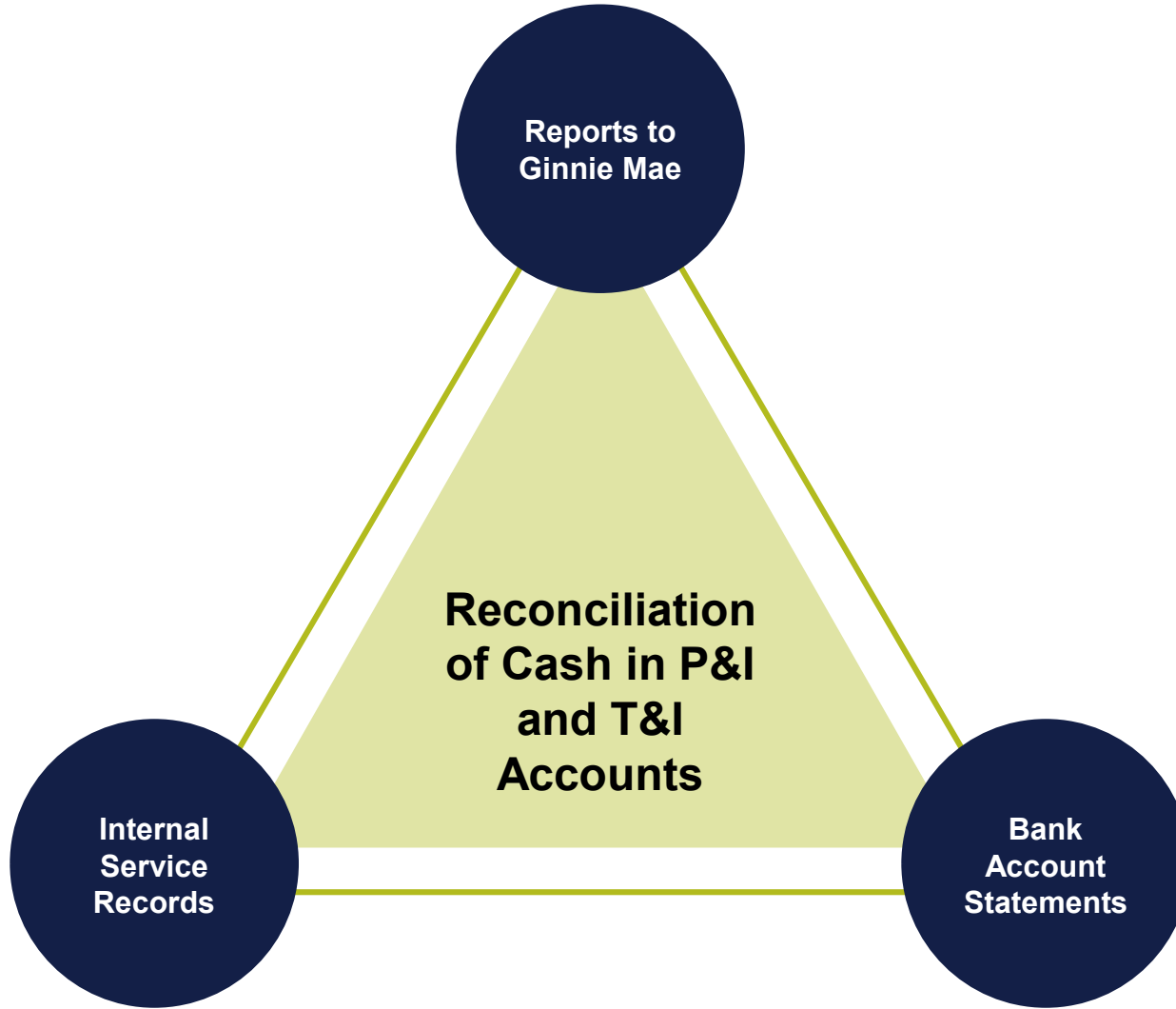
RECONCILIATION

Explain how and when to submit **Custodial Account Verification**

Explain the **reconciling requirements** (outside of RFS)

Explain **Pool to security and test of cash process**

THE RECONCILING TRIANGLE



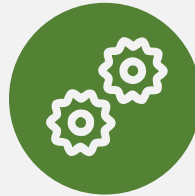
GINNIE MAE MONTHLY REPORTING

KEYS TO QUALITY REPORTING:

**Chapter 16 Custodial
Accounts**



Program Knowledge



Reconciliations



Tests



Internal Controls



CASH MANAGEMENT

Ginnie Mae's Access to Draft Funds

Custodial Account Requirements

P&I Shortfalls

Test of Expected P&I

Reconciliation of Mortgage Collateral to Securities Outstanding

Bank Reconciliation

Miscellaneous

GINNIE MAE ACCESS TO CUSTODIAL ACCOUNTS

Important that all Ginnie Mae Issuers ensure that they do not have restrictions in place that would impact Ginnie Mae's ability to draft funds from the central P&I custodial accounts on the 15th and 20th calendar day of each month.



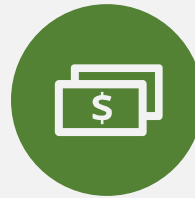
- Ensure the financial institution has not placed ACH debit block
- Issuer also have in place a process for communicating with Ginnie Mae and its Central Paying and Transfer Agent, currently the Bank of New York Mellon, if any issues arise or are identified.
- This includes available funds for Guaranty Fee draft.
- 1 business day prior to draft, confirm account is fully funded and there are not any holds or system limitations.
- Day of scheduled collection, confirm funds have been swept from designated account. If draft has not occurred, contact the custodial bank directly for inquiries and also provide its Ginnie Mae Account Executive the plan enacted to remedy the collection failure.

COLLECTIONS CLEARING ACCOUNT

Optional



Used for Ginnie Mae and non-Ginnie Mae funds



Transfer to P&I and T&I accounts within 1 business day



**Recover Corporate Advances provided
excess funds restored to Custodial Account**



Zero Balance Account



P&I CUSTODIAL BANK ACCOUNT REQUIREMENTS

- 1 Ginnie Mae funds only
- 2 Single non-interest bearing Custodial Account
- 3 May contain funds for more than one pool
- 4 Form HUD 11709 must exist for each account
- 5 Maintained at financial institution capable of ACH
- 6 Bank reconciliation completed timely
- 7 Meet bank rating requirements

P&I DISBURSEMENT ACCOUNT REQUIREMENTS

1 May use separate disbursement account

2 Non-interest bearing account

3 Zero balance account

4 Maintained at financial institution capable of ACH

5 Ginnie Mae Funds only

6 Only one Ginnie Mae Issuer ID# per account

7 Form HUD 11709 must exist for each account

P&I CUSTODIAL BANK RATING REQUIREMENTS

CAV – Custodial Account Verification

Not Required If:

- Aggregate principal and interest payments (FIC) due from borrowers is less than \$100,000 in any one month as measured by the fixed installment which is reported in the RFS Issuer Report of Pool Data (Appendix VI-19).

Institution servicing as funds custodian must meet the following requirements:

1

The Insured Accounts Requirement: the institution must have accounts that are insured by the FDIC or the National Credit Union Share Insurance Fund (NCUSIF)

2

The Regulator Rating Requirement: the institution must be rated as “well capitalized” by its federal or state regulator

P&I CUSTODIAL BANK RATING REQUIREMENTS

Agency Rating Requirement:

Agency Rating Requirement: The institution must have a rating that meets at least one of the following criteria:

- ❑ Institutions servicing as funds custodian with assets of \$30 billion or more either:
 - Short-term issuer rating by S&P of “A-3” (or better). If above not available, Long term issuer rating of “BBB-” (or better) by S&P; or
 - Short-term bank deposit rating by Moody’s of “P-3” (or better). If not available, long term bank deposit rating of “Baa3” (or better) by Moody’s.

- ❑ Institutions with assets less than \$30 billion:
 - 125 (or better) by IDC, or
 - C+ (or better) by Kroll

Due **between the 6th and the 15th business day** of March, June, September and December.

T&I CUSTODIAL BANK ACCOUNT REQUIREMENTS

1 Account may be interest bearing

2 Funds may only be used by the Issuer to pay charges due and payable by the mortgager.

3 Ginnie Mae funds only

4 Form HUD 11720 must exist for each account

5 Bank reconciliation completed timely

6 Separate escrow custodial account for FHA section 203(k) funds

7 Separate escrow custodial account for buydown funds

8 Separate escrow custodial account for any other funds are required to be held pursuant to FHA, VA, RD, or PIH requirements

P&I COLLECTION SHORTFALLS

TEMPORARY SHORTFALLS:

**Late Payments from
Mortgager**



**Non-Sufficient Funds
Check**



**Incorrect Advance
Calculation**



NON-RECOVERABLE CORPORATE ADVANCES

PERMANENT SHORTFALLS:

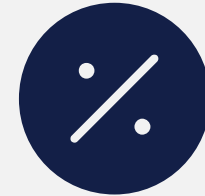
Servicemembers Civil Relief Act



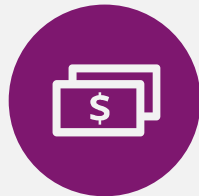
Curtailment Adjustments



Loan Payoffs if per diem interest is collected



Foreclosure Liquidations



T&I Shortfalls



ANY SHORTFALL DUE IN CUSTODIAL ACCOUNT BY...

Due Dates for Security Holder Payments:



Ginnie Mae I Pools

- Checks (received no later than **15th calendar day**)
- Electronic Transfer (**15th calendar day**)
- Book-Entry Securities (prior to **7am EST 15th calendar day**)

Ginnie Mae II Pools

- Certificated Securities (prior to **7am EST 19th calendar day**)
- Book-Entry Securities (prior to **7am EST 20th calendar day**)

METHODS OF FUNDING P&I SHORTFALLS



CORPORATE ADVANCES

- ❑ User Issuer Funds



EXCESS FUNDS

- ❑ Minimize Use of Issuer Funds
- ❑ Excess funds are defined as:
 - Unscheduled recoveries of principal on pooled mortgages received during the current month that are to be passed through with the following month's payment
 - Early receipt of scheduled payments



POOL ADVANCE AGREEMENT

- ❑ Uses Bank Funds
- ❑ Appendix VI-1 Pool Advance Agreement must be completed

TEST OF EXPECTED P&I



Required on every pool



Performed by the Issuer



Provides Minimum Dollar Amount in P&I Account



Total of all pool Cash Shortages Funded by the Issuer



May not net pools that have Cash Overages with pools that have Cash Shortages

TEST OF EXPECTED P&I

TEST OF EXPECTED P&I CUSTODIAL ACCOUNT BALANCE AT CUTOFF	
POOL NUMBER: _____	Reporting Month: _____
+ Prepaid Principal and Interest (Sum of L-Record Fields 16 and 17 for each prepaid loan in the pool)	\$ _____
+ Additional Principal Payments (Sum of L-Record Field 20 for each loan in the pool)	\$ _____
+ Additional Principal Adjustment (Sum of L-Record Field 21 curtailment adjustments for each current loan in the pool)	\$ _____
+ Liquidation Principal (Sum of L-Record Field 28 for each liquidated loan in the pool prior to its liquidation)	\$ _____
+ Delinquent Service Fee (Sum of L-Record Field 14 for each delinquent loan in the pool multiplied by the service fee rate divided by the mortgage interest rate)	\$ _____
+ Service Fee (P-Record Field 5: Enter only if taken after cutoff date)	\$ _____
+ Fixed Installment on Liquidation (Sum of L-Record Field 11 for each liquidated loan in the pool)	\$ _____
- Delinquent Principal and Interest (Sum of L-Record Fields 14 and 15 for each delinquent loan in the pool)	\$ _____
- Prepaid Service Fee (Sum of L-Record Field 16 for each prepaid loan in the pool multiplied by the service fee rate divided by the mortgage interest rate)	\$ _____
- Service Fee from Liquidations (Sum of L-Record Field 26 for each liquidated loan in the pool multiplied by the service fee rate divided by the mortgage interest rate, based on last interest installment on Monthly Liquidation Worksheet)	\$ _____
= Subtotal (Expected P&I Balance)	\$ _____
- Reported P&I Balance (Field 12 of P-Record for pool)	\$ _____
= Difference: Over/Short	\$ _____

RECONCILIATION OF MORTGAGE COLLATERAL TO SECURITIES OUTSTANDING



Required on every pool



Performed by the Issuer



Pool of Loans is Collateral for Securities

- Over-collateralization – adjusted pool principal balance is larger than the securities balance – recover principal
- Under-collateralization – adjusted pool principal balance is less than the securities balance – remit principal



Tolerance for Under Collateralized Pools

- \$1.00 per loan per pool
- Maximum of \$50.00 per pool



Recoveries for Over Collateralized pools

- Unscheduled recoveries of principal up to the amount of the over collateralization
- Up to \$100.00 per pool if no unscheduled recoveries of principal and total over collateralization does not exceed \$100.00

RECONCILIATION OF MORTGAGE COLLATERAL TO SECURITIES OUTSTANDING

RECONCILIATION OF MORTGAGE COLLATERAL TO SECURITIES OUTSTANDING

POOL NUMBER: _____	REPORTING MONTH: _____
+ Month end pool principal balance (Sum of Fields 23 on L-Records in the pool (except liquidated loans))	\$ _____
+ Prepaid installment principal (Sum of Fields 17 on all L-Records in the pool)	\$ _____
- Delinquent installment principal (Sum of Fields 15 on all L-Records in the pool)	\$ _____
- CD Pools Only: Scheduled Principal (Enter amount from Section 2.A. of Issuer's Monthly Reconciliation of Pool and Loan Data Worksheet)	\$ _____
+ CD Pools Only: Liquidation Principal Installment (Enter principal portion of last installment reported on Issuer's Monthly Liquidation Reconciliation Worksheet)	\$ _____
- CD Pools Only: Additional Principal Adjustments or FIC change on GPM (Enter amount from Section 2.D. of Issuer's Monthly Reconciliation of Pool and Loan Data Worksheet)	\$ _____
= Adjusted Pool Principal Balance	\$ _____
- Securities Principal Balance (Amount in Field 10 on the P-Record as entered by Issuer)	\$ _____
= Difference: Over / Short	\$ _____

P&I Reconciliation

GINNIE MAE P&I ACCOUNT RECONCILIATION

Sample Format

Bank statement balance at cutoff date of _____	\$ _____
Deposits in transit (total):	+ _____
Outstanding checks (total):	- _____
Adjustments (Explanation required):	- _____
SUBTOTAL (Adjusted bank balance):	= _____
 LESS Reported P&I and Other Funds (Sum of Fields 12 and 13 on the Pool Record as entered by Issuer)	 - _____
 Unreconciled difference (explain):	 = _____

Explanation for "Adjustments" noted above:

Deposits in transit over thirty (30) days (date and amount):

Checks outstanding over thirty (30) days (date and amount):

Preparer: _____ Date: _____

Reviewer: _____ Date: _____

GINNIE MAE P&I ACCOUNT RECONCILIATION



- Bank account reconciliations must be completed within **30 days** of the Issuer's monthly reporting cut-off date for all accounts.

- Detail must be available that list the P&I cash book balance for each pool/loan package that uses the custodial bank account as of issuer's monthly cutoff.
 - Balance at the end of the previous reporting month, plus the daily deposits related to the pool, minus disbursements for the pool, which equal the ending balance. This is known as Cash Flow Method.
 - This balance is reported on the Pool Record, Field 12 P&I Fund Balance.

- All adjusting items on a reconciliation must be completely resolved during one of the next two reporting cycles.

T&I Reconciliation

GINNIE MAE T&I ACCOUNT RECONCILIATION

Sample Format

Bank statement balance at cutoff date of _____	\$ _____
Deposits in transit (total):	+ _____
Outstanding checks (total):	- _____
Adjustments (Explanation required):	- _____
SUBTOTAL (Adjusted bank balance):	= _____
LESS Reported T&I Funds (Field 11 on the Pool Record as entered by Issuer	- _____
Unreconciled difference (explain):	= _____

Explanation for "Adjustments" noted above:

Deposits in transit over thirty (30) days (date and amount):

Checks outstanding over thirty (30) days (date and amount):

Preparer: _____ Date: _____

Reviewer: _____ Date: _____

GINNIE MAE T&I ACCOUNT RECONCILIATION

- Bank account reconciliations must be completed within **30 days** of the Issuer's monthly reporting cut-off date for all accounts.
- Funds that are required to be deposited in an escrow custodial account must be deposited within two (2) business days of the pool settlement date (APM 15-06).
 - The escrow balance for individual loans is reported on the Loan Record, Field 29 Loan T&I Balance.
 - The escrow balance for ALL loans in the pool is reported on the Pool Record, Field 11 T&I Escrow Balance.
- All adjusting items on a reconciliation must be completely resolved during one of the next two reporting cycles.



SF POOL ACTIVITY SCREEN

Pool Accounting – Single Family

1.0 [Home](#) [Pool](#) [Loan](#) [Quarterly Verification](#) [Remittance Advice](#) [User Guide](#)

Pool List **Pool Activity**

Issuer ID: Pool ID: Report Period:

Issuer ID: Pool ID: Report Period: Type:

[View 11710A](#)

Opening FIC: Opening Security RPB:

Liquidations-In-Full FIC: Scheduled Principal:

Adjustment to FIC: Curtailments:

Closing FIC: Liquidations:

Security Int. Rate: RPB Adjustment:

Install Interest: Total Principal:

Pool Mortgage Rate: 0.0000

Service Fee:

Int. Due Security Holder:

Cash Due Security Holder:

	Reported	Calculated
Closing Security RPB:	<input type="text"/>	0 <input type="text"/>
Released Security RPB:	<input type="text"/>	
Guaranty Fee:		

T & I Balance:

P & I Balance:

Other Balance:

Last Update Date: Last Update By: Last Pool Summarize Date:

Custodial Bank Information

Pool Transfer History

BANK RECONCILIATION BALANCES

Exception Feedback

1.0

Home Summary Exceptions Download User Guide

Issuer Summary Alert List

Issuer ID:

Report Period:

GO

Summary for Issuer ID

Last File Submission Date 01/04/2017 11:20 Last Pool Summarization Date 01/20/2017 22:05

Pool Exceptions 0 [Exception List](#)

Loan Exceptions 0 [Exception List](#)

	Reported Loans	Expected Loans	Liquidated Loans	Delinquent Loans	Delinquent Loans Percentage	1 Month Delinquent	2 Months Delinquent	3+ Months Delinquent	Foreclosure	DQ2+
I	866	866	8	36	4.1958%	26	6	4	0	1.1655%
II	1,435	1,435	10	59	4.1404%	46	8	5	1	0.9123%
Total	2,301	2,301	18	95	4.1612%	72	14	9	1	1.0074%

	Reported Pools	Expected Pools	T & I Funds	Other Funds	Guaranty Fee	Fixed Installment Constant	Unpaid Pool Principal Balance	Security Remaining Principal Balance	Principal Due Holders	Interest Due Holders
I	235	235	\$930,477.71	\$572,630.20	\$3,055.17	\$483,814.49	\$63,587,458.75	\$83,438,734.30	\$669,385.80	\$269,273.13
II	195	195	\$1,595,560.30	\$1,649,938.42	\$9,076.10	\$993,313.11	\$183,695,264.50	\$183,438,640.59	\$1,754,134.47	\$568,347.73
Total	430	430	\$2,526,068.01	\$2,222,568.62	\$12,131.27	\$1,477,127.60	\$247,282,723.25	\$246,877,374.89	\$2,423,500.27	\$837,620.86

Monthly Certification

Monthly Reporting Certification / Reported 11710D Data

ACTIVITY

Polling Questions:



4. What is the time limit to complete Bank Reconciliation?

- a) 20 days from remittance
- b) 30 days from cutoff
- c) 60 days from month-end

5. When is an issuer required to submit Custodial Account Verification?

- a) Every month
- b) When the bank has \$100,000 in deposits
- c) When the FIC equals \$100,000 or more

Appendix A: Forms and Calculations

RFS POOL AND LIQUIDATION CALCULATIONS

Instructions and calculations for Pool Reporting are explained in:
Appendix VI-04 Issuer's Monthly Accounting Report

Appendix Includes:

Form HUD11710A Monthly Accounting Report

https://ginniemae.gov/issuers/program_guidelines/MBSGuideAppendicesLib/Appendix_VI-04.pdf

Form HUD 11710E Liquidation Schedule

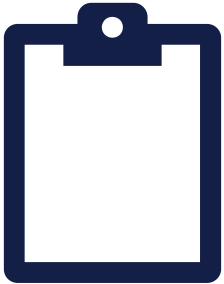
https://www.ginniemae.gov/issuers/program_guidelines/FormsLibrary/HUD-11710-E.pdf

QUESTIONS & ANSWERS



askGinnieMae@hud.gov

PARTICIPANT FEEDBACK



This training has been designed to orient new employees to Ginnie Mae's business processes and the systems used to manage those processes. In rating this event, please consider how effective you believe this course to be for someone at an introductory level. Thank you.