Master Agreements Management System (MAMS)
Issuer, Subservicer, Participation Agent & Document Custodian
Master Agreements Management System – Purpose and Use

Ginnie Mae Issuers must complete an initial Master Agreement submission to be eligible to issue Ginnie Mae pools.

Issuers are required to submit a complete set of Master Agreements which consists of:

<table>
<thead>
<tr>
<th>HUD-11702</th>
<th>Resolution of Board of Directors and Certificate of Authorized Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD-11707</td>
<td>Master Servicing Agreement</td>
</tr>
<tr>
<td>HUD-11709</td>
<td>Master Agreement for Servicer’s Principal and Interest Custodial Account</td>
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<td>HUD-11709-A</td>
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</tr>
<tr>
<td>HUD-11703-II</td>
<td>Master Agreement for Participation Accounting (For HMBS program participants only)</td>
</tr>
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</table>

On an annual basis Issuers must recertify their eligibility by completing the renewal process.

Ginnie Mae requires the recertification of Master Agreements annually between October 1 – December 31.

If an Issuer does not complete their recertification within the renewal period they will not be eligible to issue Ginnie Mae pools and will have to repeat the initial submission process.
The Master Agreements Management System (MAMS) provides Issuers, Subservicers, Participation Agents and Document Custodians with an automated method to:

- Input the data required to create the agreements
- Upload and import scanned copies of the physical documents, where applicable
- Print agreements
- Search and view agreements
- Access and view reports
- Certify forms using a multi factor authentication methodology

In order to view the application, Users must complete the User Registration Form which dictates the level of access.
The Users of the Master Agreements Management System may submit their forms and corresponding documentation utilizing one or more of the following processes.

- The Issuer must initiate the submission of an agreement.
- Multiple parties must electronically execute the forms; all have access to the application
- The Issuer completes the required data entry and submits PDFs of the completed executed forms
- Issuers who do not have scanning capabilities enter electronic data into MAMS and send the physical forms and documents to the Pool Processing Agent for scanning and uploading

Initial submission completed prior to October 1st must be recertified during the last quarter of the current year.

If an initial submission is completed on or after October 1st, the Issuer is required to complete their annual recertification during the last quarter of the NEXT year.
Master Agreements Management System

ACCESSING THE APPLICATION
The Master Agreements Management System (MAMS) is accessed through the Ginnie Mae Enterprise Portal (GMEP) at [www.eginniemae.net](http://www.eginniemae.net).
MAMS – Logging into GMEP

Username: An Issuer, Subservicer and Participation Agent’s User name begins with I_followed by the initial of first name followed by last name. A Document Custodian’s User name begins with C_followed by the initial of first name followed by last name.

Password: The initial password is system generated consisting of a combination of upper case/lower case alpha-numeric characters and symbols.

  • First time Users will be prompted to change their password.
  • Existing Issuers may use their current ID and password.

Click the Login button to proceed to the main menu.

Forgotten passwords may be reset by clicking Forgot Password, the User will be asked a series of security questions to verify their identity.
MAMS – Accessing the Application

The Ginnie Mae Enterprise Portal (GMEP) Welcome screen provides system menu options.

User information (Organization ID and associated Issuer Numbers) is displayed on the left.

The menu bar provides access to IPMS and the following applications:

- Commitment Management
- Request Pool Numbers
- **Master Agreements**
- Pool Transfer
- Submission Center
- Report Center

To access MAMS, click IPMS and select Master Agreements.
Creating Master Agreements

Master Agreements Management System

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</tbody>
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MAMS – Initial Submission – Creating a Form

Ginnie Mae Issuers are responsible for initiating the documentation required to complete the Master Agreements Submission process.

From the MAMS Summary Screen:
Issuer Number:
• Type or select the Issuer Number from the drop down menu, the Issuer name will display.

Create Form:
• Select the Form type from the drop-down menu
Click **GO**.
Form HUD-11702

Resolution of Board of Directors and Certificate of Authorized Signatures

This form is comprised of four sections:

- Issuer Detail
- Certifying Officer Detail
- Institutional Detail
- Authorized Signers

Certain authorized signatories will be provided an RSA SecurID Token that will be used to complete the authentication process. The name on the form must exactly match the name used to set up the User’s RSA token rights.
Form HUD-11703-II

Master Agreement for Participation Accounting

This form is comprised of three sections:

• Issuer Details
• Serviced By
• Participation Agent Details
Form HUD-11707

Master Servicing Agreement

This form is comprised of three sections:

• Issuer Detail
• Serviced By
• Subservicer Detail
Form HUD-11709

Master Agreement Servicer’s Principal and Interest Custodial Account

This form is comprised of Four sections:

- Issuer Details
- P&I Account Type
- Bank Details
- Institutional Details
Form HUD-11709A

ACH Debit Authorization

The form is comprised of two sections:

• Issuer/Program Detail
• Central P&I Custodial Account Detail
Form HUD-11715

**Master Custodial Agreement**

The form is comprised of three sections:

- Issuer Detail
- Document Custodian Detail
- Regulatory Agencies
Form HUD-11720

Master Agreement for Servicer’s Escrow Custodial Account

The form is comprised of four sections:

• Issuer Detail
• Custodian Institution Detail
• Escrow Type
• Subservicer Detail
SUBSERVICER PROCESSES FOR FORM HUD-11707
MAMS – Subservicer – E-mail Notification

When an Issuer submits FORM HUD-11707, MAMS generates an e-mail to the Subservicer.

Issuer (Number: 2936, Name: BANK) has sent you the HUD11707 Master Servicing Agreement form for approval. Please log in to GMEP, select Master Agreements and approve or reject the form.

Thank you.

**This message is automatically generated. Please do not reply to this email.**
MAMS – Subservicer Summary Screen

The Subservicer must review and take action on Form HUD-11707 submissions.

Login to GMEP/IPMS and Select Master Agreements.

A form requiring the Subservicer’s attention is displayed as Pending on the MAMS Summary screen. Click the Pending link located in the Subservicer Review field to continue.
MAMS – Subservicer Details

The MAMS Subservicer Detail screen allows the User to filter their search criteria by selecting from the following options:

- Issuer Number/Name
- Status
- Certification Year

Click the Display button to proceed. The lower half of the Detail screen displays:

- Form number and name
- Details
- Certification Year
- Status
- View
- Actions

Click Add to Submission Center to forward the form for approval by an Authorized Signatory of the Subservicer. Once approval is received the form will be routed to Ginnie Mae AE for final approval.
MAMS – Subservicer Detail Screen – View

<table>
<thead>
<tr>
<th>Committed Source</th>
<th>Commitment Date</th>
<th>Issuer Number</th>
<th>Issuer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>09/17/2013</td>
<td>2001</td>
<td>Bank A</td>
</tr>
<tr>
<td>2008</td>
<td>09/17/2013</td>
<td>1706</td>
<td>JAMES B. NUTTER &amp; COMPANY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2008</td>
<td>Central Capital Corp</td>
</tr>
</tbody>
</table>

Once the Subservicer has reviewed and approved Form HUD-11707, MAMS displays the following message:

*Subservicer data has added to Submission Center.*
MAMS Subservicer Submission Center Approval

An Authorized Signatory of the Subservicer must log into the Submission Center to review and approve Form HUD-11707.

To access the Submission Center click on the tab located on the IPMS Summary Screen

**View by:** Select Master Agreements

A list of Pending requests displays.

**To view a form:**

- Click the PDF icon located in the Actions Field.

**To approve a request:**

- Check the box to the left of the Issuer Number and Click Submit.
MAMS – Subservicer Submission Center – Terms and Conditions

The Subservicer Authorized Signatory must acknowledge the Ginnie Mae Terms and Conditions. Place a check in the field titled “I accept the terms and conditions listed above”. Click Submit Form.
MAMS – Subservicer Submission Center – Authentication

The Subservicer is prompted to authenticate the request by entering their 4-digit PIN and the 6-digit pass code displayed on their RSA SecurID Token.

Upon completion, MAMS will display a confirmation. The request is directed to the Ginnie Mae Account Executive for approval.
PARTICIPATION AGENT PROCESS FOR FORM HUD-11703-II
MAMS – Participation Agent – E-mail Notification

When an Issuer submits a FORM HUD-11703-II, MAMS generates an e-mail to the Participation Agent.

Issuer (Number: 4102, Name: BANK ) has sent you the HUD11703-II Master Agreement for Participation Accounting form for approval.
Please log in to GMEP, select Master Agreements and approve or reject the form.

Thank you.

**This message is automatically generated. Please do not reply to this email.**
MAMS – Participation Agent Summary Screen

The Participation Agent must review and take action on Form HUD-11703-II submissions.

Log in to GMEP/IPMS and select Master Agreements

A form requiring the Participation Agents attention appears as Pending on the MAMS Summary screen.

Click the Pending link located in the Participation Agent Review field to continue.
MAMS – Participation Agent Detail Screen

The MAMS Participation Agent Detail screen allows the User to filter their search criteria by selecting from the following options:

- Issuer Number/Name
- Status
- Certification Year

Click the Display button to proceed. The lower half of the summary screen displays:

- Form number and name
- Details
- Certification Year
- Status
- View
- Actions

Click Add to Submission Center to forward the form for approval by an Authorized Signatory of the Participation Agent.
MAMS – Participation Agent Detail Screen – View

![Image of MAMS Participation Agent Detail Screen]

### HUD-11703-H: MASTER AGREEMENT FOR PARTICIPATION ACCOUNTING

<table>
<thead>
<tr>
<th>Issuer Name/Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal American UMG Co., LLC</td>
<td>2006</td>
</tr>
</tbody>
</table>

**Key Details:**
- **Signed by:** Marybeth A. Leebok
- **Title:** Managing Director
- **Consideration:** $2.00
- **Issue Date:** 05/17/2013
- **Participation Agent Details:**
  - ** issuer:** James B. Nutter & Company
  - **Address:** 125 Main Street, New York, New York, 10001
  - **Signed by:**
    - **Title:**

**Additional Links:**
- View as HUD PDF
MAMS – Participation Agent Detail Screen – Approval

Once the Participation Agent has reviewed and approved Form HUD-11703-II, MAMS displays the following message: *Participation Agent data has added to Submission Center.*

An Authorized Signatory must access the Submission Center to complete the final approval using their RSA SecurID Token and PIN.
MAMS – Participation Agent Submission Center

Approval

An Authorized Signatory of the Participation Agent must log into the Submission Center to review and approve Form HUD-11703-II. To access the Submission Center, click the tab located on the IPMS Summary Screen.

**View By:** Select Master Agreements. A list of pending requests is displayed.

**To view a form:**
- Click the PDF icon located in the Actions Field.
- The form will open in a new window.

**To approve:**
- Check the box to the left of the Issuer Number and Click Submit.
The Participation Agent’s Authorized Signatory must acknowledge the Ginnie Mae Terms and Conditions.

Select the checkbox next to the message:

I accept the terms and conditions listed above.

Click Submit Form.
MAMS – Participation Agent Submission Center – Authentication

The Participation Agent is prompted to authenticate the request by entering their 4-digit PIN and the 6-digit passcode displayed on their RSA SecurID Token.

Upon completion, MAMS will display a confirmation.
Master Agreements Management System

SUBMISSION CENTER
MAMS – Submission Center

The Submission Center is located on the IPMS Summary Screen and contains forms pending review and authentication.

**View By:** Select Master Agreements from the drop-down menu.

**The screen displays:**
- Issuer Number
- Issuer Name
- Description of the Form
- Action – Click the PDF icon to display the related form
- Delete

**To submit approval(s):**
- For all forms, place a check mark next to the Issuer Number column header; or
- Single Forms, place a check mark in the box next to a specific form.

Click Submit.
MAMS – Submission Center – Terms & Conditions

Ginnie Mae's Terms and Conditions must be accepted by an Authorized Signatory in order to authenticate the submission. Check *I accept the Terms and Conditions listed above* and click Submit Form.

A pop-up box is displayed and the User is prompted to enter their 4-digit PIN followed by the 6-digit pass code displayed on the RSA SecurID token. Click OK.
MAMS – Submission Center - Acknowledgment

Once the User authenticates their submission, MAMS will display an acknowledgment either confirming the submission was accepted or providing an error message stating why the request was not accepted.

![Confirmation Table]

- **Issuer Number**: 2009 Central City Financial Corp
- **Description**: Initial Certification
- **Status**: Success
- **Message**: SUBMITTED
- **Transaction Id**: 2013092315011224516

**Close**
Master Agreements Management System

SUMMARY SCREEN – SEARCH CRITERIA/MONITORING
MAMS – Summary Screen

The Master Agreements Management System (MAMS) Summary Screen provides the tools required to monitor the status of each Master Agreement.

Issuer:
- Type or select the Issuer Number from the drop down menu.
- If a User supports multiple Issuer Numbers they may select All to display each Issuer.
- Click GO to proceed.

Summary:
- The status of the Agreements for the selected Issuer is displayed.
- If the Issuer is also a Participation Agent and/or Subservicer for another Counterparty the status with regards to those agreements will also display.
- By clicking the status link a User is directed to a screen to view a specific form status and take the required action.
The Status Detail screen displays all of the forms entered into MAMS by a User.

The User can filter their search using the following categories:

- **Issuer Number/Name**: Selecting another Issuer from drop down menu changes the current Issuer being displayed.
- **Role**: Select the appropriate role (Issuer, Participation Agent, Subservicer, Document Custodian)
- **Form**: Select the applicable Form
- **Status**: Filter by draft, new, pending or completed
- **Year**: Select a Certification Year

Click Display.
From the MAMS Summary screen, users can view their selected forms as well as add them to the Submission Center.

The following detail displays based on the User’s search criteria:

- Form Number/Name
- Details
- Certification Year
- Description
- Status
- View
- Actions

Click the View link to display the applicable form.
When a User clicks View, the HUD Form created by the Issuer is displayed.
Master Agreements Management System

REPORTS
The Master Agreements Management System reports are available through the Report Center located on the IPMS summary page. Users may filter, sort and export reports to Microsoft Excel, CSV and XMS as well as PDF, if applicable.

The report options are as follows:

- Master Agreement - Recertification Delinquent Forms By Role
- Master Agreement - Certification History
- Master Agreement - Approved Master Agreements
Report Center

To access the Report Center, click the tab located on the IPMS Summary Screen.
Report Center

Place a check mark next to Master Agreements and click the Report Module link.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Name</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment Management</td>
<td></td>
<td>9/4/21 13:30 PM</td>
</tr>
<tr>
<td>Master Agreements</td>
<td></td>
<td>9/4/21 13:30 PM</td>
</tr>
<tr>
<td>Request Pool Numbers</td>
<td></td>
<td>9/4/21 13:31 PM</td>
</tr>
</tbody>
</table>

Help | Contact Us | SSO Help
Report Center

A catalog of available reports will be displayed. Place a checkmark next to the applicable report and click on the Report description link to launch the report query.

NOTE: A User will only have access to the reports relevant to their role and organization.
Each MAMS Report allows a User to query and define certain report criteria. A Prompt screen will appear. The top portion of the screen lists the data elements which may be queried.

**To establish the report parameters:**
Enter the data element in the field provided, or:
Click the Refresh Values icon to display the available values list box on the left.
Select the items from the list box.
Click the > button to add the selections to the search box on the right or the < button to remove selections.
To select multiple numbers, press the Ctrl key and click the mouse over each number.
Click Run Query to continue.
The MAMS Report Center Menu Bar provides options to view, save or download reports:

View - provides a menu of options including:
- Quick Display Mode
- Page Mode
- Draft Mode
- PDF Mode

From the View drop-down menu, the User may:
- Click Left Panel menu option to display or hide the report panel.
- Click Status Bar menu option to display or hide the report creation date on the bottom right.
- Click Fold/Unfold menu option to collapse or expand the Issuer numbers displayed for particular years and months. The Fold/Unfold option can also be accessed by clicking the icon on the right.
Report Center – Saving & Downloading

To save a report; click the **Document** link located on the menu bar

**Select:**

- Close
- Save to my Computer As or
- Save Report to my Computer As

The User is prompted to either open or save the document in one of the following formats:

- Excel
- PDF
- Text

A file download box is displayed, click Save and rename the file and save to your file/folder directory.
Report Center – Menu Bar – Print & Navigate

To print a report, click on the Printer icon located in the menu bar.

To search click the Binoculars icon. A Find screen displays; enter search query and select the applicable options. Click Find Next.

To navigate through the Report Center options:

- To Undo or Redo previous report actions click .
- Select a Magnification option to zoom in or out of the report.
- For multi-page reports, click the arrows to navigate to the previous, next or last page.
- Click the Refresh All button on the right and select a single or all report parameters to refresh report data.
Reports – Info Tab

Each report has an Info Tab which provides a brief description of the report, the report execution limits (if applicable), a definition of the column headings and the search criteria features that are available.

The Info Tab can be accessed by clicking the menu option on the left panel or the Info Tab located at the bottom of the screen.
Sample Report – Approved Master Agreements

This report displays by Issuer Number, the Master Agreements information from the newest approved certification.

- Custodian (from HUD-11715)
- P&I Account (from HUD-11709)
- Escrow Account (from HUD-11720)
- Subservicer (from HUD-11707)
This report contains a synopsis of the certification history for each of the forms making up the Master Agreement. The report includes the Issuer Number and Name, Effective date of the Initial Submission or Recertification, Certification Status and Certification Type.
Sample Report: Delinquent Forms by Issuer

This report identifies Issuers that have not met their Initial Submission or recertification obligation by the defined deadline. The report contains the Issuer Number, Issuer Name and the Form number for the form that is past due.
Help

The Master Agreements Management System User Guide is located in the help section of GMEP.

The *Contact Us* link on the upper right of the GMEP Portal provides a list of relevant Ginnie Mae contacts, including program hotlines and technical assistance.

This presentation has been recorded and is available on the Modernization Resource Page and Ginnie Mae University which are both available at [www.ginniemaef.gov](http://www.ginniemaef.gov).
Master Agreement Management System

APPENDIX
FORM CREATION – ENTRY INSTRUCTIONS
Form HUD-11702 – Resolution of Board of Directors and Certificate of Authorized Signatures

Issuer Details:

• **Issuer Number/Name:** Type/select the Issuer Number from the drop down menu, the Issuer name will display.

• **Board Meeting Place:** Enter the building name/number and street address of the Issuer’s corporate headquarters.

• **City/State/Zip:** Enter location of the Issuer’s Corporate headquarters.

• **Board Meeting Date:** Select the date from the calendar corresponding to the date that the board approved the authorized signatories. The date may not be greater than the current date.

• **Secretary’s Name:** Enter the full name of the Issuer’s Board of Directors Secretary.

Certifying Officer Details:

• **Certifying Officer’s Name:** Enter the full name of the Authorized Officer certifying the authorized signature list.

• **Certifying Officer’s Title:** Enter the full title of Officer certifying the authorized signature list.
Form HUD-11702

Institutional Details:

- **Institution Name**: Displays based on Issuer Number previously entered.
- **Address**: Street address of Issuer’s office where primary contacts are located.
- **City/State/Zip**: Enter location of the Issuer’s office where the primary contacts are located.
- **Signed By/Title**: These fields cannot be edited. They default to the name and title of the Authorized Signatory authenticating the form.
- **Date**: Utilizing the calendar icon, select the date the form is being submitted. The date cannot be greater than the current date or before the board meeting date.
Form HUD-11702

Authorized Signatory

- **Replace Existing Authorized Signers:**
  Not applicable for the first entry.
- **Browse:** Utilized to add multiple names to the Authorized Signatory listing.
  This feature directs User to their folder/file directory to identify the CSV file listing the authorized signers names and titles.
  Click Upload File to upload the CSV file of Authorized Signatory names and titles on to the form.

**Authorized Signers:**

- Click Delete to remove an Authorized Signatory; the User is prompted to confirm the request.
- Click Add Row to add a new Authorized Signatory. Enter the name and title of the signatory.
Form HUD-11702

Form HUD-11702 requires the Issuer to create a PDF of the form and obtain the requisite signatures prior to submission.

To generate a PDF:

Click the View as HUD PDF button located on the Create Form Screen.

A file download box displays, select Save or Open and print the form.

- Obtain the requisite signatures
- Scan the form as a PDF
- Save to the Users folder/file directory.
Uploading the Completed Form

To upload the completed form:

• Click the browse button
• Select the file name of the saved PDF form.
• Click the Upload Document button.

**NOTE**: The path to the selected document appears in the field directly to the left of the Browse button.

• Click Save to Submission to submit the form for review and authentication.
Form HUD-11703-II Master Agreement for Participation Accounting

Issuer Details:

- **Issuer Name/Number:** Type or select the Issuer Number from the drop down menu, the Issuer name will display.
- **Document Date:** Using the calendar icon, select the date the agreement being executed.
- **Issuer’s Signing Officer’s Name/Title:** These fields may not be edited and default to the name and title of the User authenticating the form.
- **Consideration:** Enter the annual fee charged by the Participation Agent (e.g. $X,XXX.XX).

Serviced By:

- **Issuer or Participation Agent:** Click the appropriate radio button.
- **Participation Agent Detail:** Required when a Participation Agent is selected.
- **Issuer Number/Name:** Select or type the Issuer Number of the Participation Agent from the drop down menu.
- **Entity Type:** Enter the Subservicer’s organization type (i.e. Corporation, LLC, Company). Confirm the organizational structure prior to entering a response.
- **Address:** Enter the building name/number and street address of the Subservicer’s location.
- **City/State/Zip:** Enter and select the location of the Subservicer’s office.
- **Signed By/Title:** These fields cannot be edited and default to the name and title of the Participation Agent authenticating the form.
FORM HUD-11707 Master Servicing Agreement

Issuer Details:
- **Issuer Name/Number:** Type or select the Issuer Number from the drop down menu, the Issuer name will display.
- **Document Date:** Utilizing the calendar icon, select the date the Master Servicing Agreement is being executed.
- **Signed By & Title:** These fields cannot be edited and default to the name and title of the User authenticating the request.

Serviced By:
- **Serviced By:** Issuer or Subservicer; click the appropriate selection.
- **If a Subservicer is identified, complete the following:**
  - **Issuer Number/Name:** Select from the drop down menu.
  - **Document Date:** The date will remain blank until the Subservicer has approved the form.
  - **Signed By/Title:** These fields default to the name and title of the Subservicer User who is reviewing and accepting the form.

The Effective Date of the form is equal to one of the following:
(a) the date when it is submitted if there is no Subservicer or;
(b) if a Subservicer has been identified the date that the Ginnie Mae Account Executive approves the form.
FORM HUD-11709 Master Agreement Servicer’s Principal and Interest Custodial Account

Issuer Details:
- **Issuer Name/Number**: Type or select the Issuer Number from the drop down menu, the Issuer name will display.
- **Document Date**: Utilizing the calendar icon, select the date the Master Servicing Agreement is being executed.
- **Signed By/Title**: These fields cannot be edited and default to name and title of the User authenticating the request.
- **P&I Account Type**: Select Custodial Account or Disbursement Account by clicking the applicable radio button.

Bank Details:

**Account Name**: Enter the full legal name of the Issuer’s Account.
- **P&I Bank ID**: Enter ABA (Routing Number) of the Financial institution where the account is maintained.
- **Account Number**: Enter the Issuer’s account number. The entry must be numerical, no symbols or dashes.
- **Institutional Details**:
  - **Institutional Name**: Enter the full legal name of Financial Institution where Issuer’s account is located.
  - **Address**: Specify the Building name/number and street address of the Financial Institution.
  - **City/State/ZIP**: Enter location of financial institution.
- **Bank Officer Name/Title**: Enter the name and title of Banking Officer at Financial institution.
Form HUD-11709 requires the Issuer to create a PDF of the form and obtain the requisite signatures prior to submission.

To generate a PDF of the Form

Click the View as HUD PDF button located on the Create Form Screen. A file download box displays, select Save or Open and print the form.

- Obtain the requisite signatures
- Scan the form as a PDF
- Save to the Users folder/file directory.
Form HUD-11709

To upload the completed form:

• Click the browse button.
• Select the file name of the saved PDF form.
• Click the Upload Document button.

**NOTE:** The path to the selected document appears in the field directly to the left of the Browse button.
• Click Save to Submission to submit the form for review and authentication by an Authorized Signatory.
FORM HUD-11709-A ACH Debit Authorization

Issuer/Program Details:
- **Ginnie Mae Type**: Click the radio button corresponding to the applicable program(s).
- **Issuer Name/Number**: Type or select the Issuer Number from the drop down menu, the Issuer name will display.
- **Address**: Enter building name, street address and suite number (if applicable) of the Issuer.
- **City/State/Zip**: Enter Issuer’s office location.
- **Signed By/Title**: These fields cannot be edited and default to the name of the User authenticating the request.
- **Document Date**: Utilizing the calendar icon, select the date the ACH Debit Authorization form is being executed.
- **Custodial Account Changed**: Click appropriate radio button; Yes or No; response defaults to NO for initial input.

Central P&I Custodial Account:
- **Account Number**: Enter the Issuer’s account number. Input must be numeric only, no symbols/dashes.
- **Account Name**: Enter the full legal name of the Issuer’s account.
- **ACH Routing Code**: ABA Number (also referred to as Bank Routing Number).
- **Name of Bank**: Enter the full legal name of the Financial institution where the account is maintained.
- **Address**: Specify the building name and/or number and street address.
- **City, State, ZIP**: Enter location of the Financial Institution.
Form HUD-11715 Master Custodial Agreement

Issuer Detail:

- **Issuer Name/Number**: Type or select the Issuer Number from the drop down menu, the Issuer name will display.
- **Document Date**: Utilizing the calendar icon, select the date the Master Custodial Agreement is being executed.

Document Custodial Detail:

- **Custodian Number/Name**: Select the Document Custodian ID number from the drop down box.

Regulatory Detail:

- Regulatory Institution Name: Using the drop down menu, select the appropriate regulatory authority governing the Document Custodian. Selection includes: FDIC, FRS, OCC, OTS, NCUA and FHLB.
- Consideration: Enter the annual fee charged by the Document Custodian (e.g. $X,XXX.XX).
- Issuer’s Signing Officer’s Name/Title: These fields cannot be edited and default to name and title of the User authenticating the request.
- Custodian Signing Officer’s Name/Title: These fields cannot be edited and default to name and title of the User authenticating the request.
- The Effective date is the date that the Custodian accepts the form.
Form HUD-11720 Master Agreement for Servicer’s Escrow Custodial Account

Issuer Detail:
- **Issuer Name/Number:** Type or select the Issuer Number from the drop down menu, the Issuer name will display.
- **Document Date:** Utilizing the calendar icon, select the date the Master Servicing Agreement is being executed.
- **Signed By /Title:** These fields cannot be edited and default to the name and title of the User authenticating the request.

Custodial Institution Detail:
- **Custodial Account Name:** Enter the full legal name of the custodial account.
- **Escrow Bank ID Number:** Enter the ABA (Bank Routing Number); no symbols or dashes.
- **Escrow Account Number:** Enter the Escrow Account number.
- **Institution Name:** Enter the full legal name of the Financial Institution where the accounts are domiciled.
- **Address:** Specify the Building name and/or Street address of the Financial Institution.
- **City/State/Zip:** Enter applicable information for the financial institution.
- **Bank Officer Name/Title:** Type the exact name and title of the Bank Officer responsible for establishing the Escrow Account.

Escrow Type:
- **Escrow Type:** Click the appropriate boxes. Select all that apply.
- **Sub Servicer Detail:**
  - **Subservicer:** Identify if there is a Subservicer, click Yes or No, as applicable. If Yes, select Issuer Number of the Subservicer from the drop down menu.
  - **Signed By/Title:** These fields cannot be edited and default to the name and title of the User authenticating the request.
Form HUD-11720

Form HUD-11720 requires the Issuer to obtain the requisite signatures on a PDF version of the form prior to adding it to the Submission Center.

To generate a PDF of the Form:
Click the View as HUD PDF button located on the Create Form Screen. A file download box displays, select Save or Open and print the form.
- Obtain the requisite signatures
- Scan the form as a PDF
- Save to the Users folder/file directory

Master Agreement for Servicer's Escrow Custodial Account

U.S. Department of Housing and Urban Development
Government National Mortgage Association

OMB Approval No. 2500-3632 (Exp. 03/31/2015)

Public reporting burden for this collection of information is estimated to average less than a minute per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.
The information is required by 12U.S.C. 5108(g) of the National Housing Act or by Ginnie Mae Handbook 5530.3, Rev. 1 to evidence the establishment or existence of a custodial account for the deposit of funds payable under mortgages pooled for and guaranteed by Ginnie Mae. The information collected will not be disclosed outside the Department except as required by law.

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<th>X</th>
<th>Initial</th>
<th>Renewal</th>
<th>Escrow Bank ID Number (ABA/Federal Routing Number)</th>
<th>Date</th>
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Name and Address of Institution (and Branch) (Include full address)
The attached list of Pools and Loan Packages is covered by this Agreement
To upload a completed form:

- Click the browse button
- Select the file name of the saved PDF form.
- Click the Upload Document button. NOTE: The path to the selected document appears in the field directly to the left of the Browse button.
- Click Save to Submission to submit the form for review and authentication.