Document Custodian Partial Transfer
Pooling Processes and
Systems Training
Webinar
DOCUMENT CUSTODIAN PARTIAL TRANSFER

PRESENTER

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DOCUMENT CUSTODIAN PARTIAL TRANSFER

AGENDA

- Types of Document Custodian Transfer Requests (GinnieNET)
- Overview of Document Custodian Partial Transfer Requests
- Document Custodian Partial Transfer Demo (Manual Entry and Import)
- Quick Tips
- Q&A
- Resources
1. From any screen in the MGM portal, select the Tools dropdown at the top of the screen.

2. Then navigate to GinnieNET under Other Applications.
DOCUMENT CUSTODIAN PARTIAL TRANSFER

GINNIENET MAIN MENU

DATA ENTRY/REVIEW
- New Pool Processing
- Certifications
  - Single Family Processing
  - HMBS Pool Processing
- Common
  - Issuer (Transfer) Recertification
  - Custodian (Transfer) Recertification
  - HUD 11708
  - Document Custodian Transfers
  - Apply Ginnie Mae FBLs - Recertification

GINNIENET ON THE WEB
Document Custodian Transfers

- New Custodian: Not Selected
- Transfer Type: Not Selected
- Transfer Date Month/Year: 09 / 2021
- Regulating Authority: Not Selected
- Transfer Status: Not Selected

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OVERVIEW DOCUMENT CUSTODIAN PARTIAL TRANSFER

- All Document Custodian Transfer Requests are submitted via GinnieNET.
- Four types of Document Custodian Transfer Requests:
  1) Complete Document Custodian Transfer
  2) Partial Document Custodian Transfer
  3) Complete Document Custodian Merger
  4) Partial Document Custodian Merger

- Complete and Partial Transfer Requests
  - Recertification of transferred pools are due 12 months of the effective date of transfer.
- Complete and Partial Merger Requests
  - Do not require a new recertification of the affected transferred pools, the status of the pool pre-merger will remain the same.
- Important: Once Issuer submits the Transfer Request the New Document Custodian must certify the pending Transfer request prior to the specified Effective Transfer Date.
Partial Document Custodian Transfer Request
An Issuer will select this option to execute a Partial Transfer of pools/loan packages for its Ginnie Mae portfolio from an old document Custodian to the new document Custodian. A pool list must be attached with this request and only the pools identified will be transferred to the new document Custodian identified. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian. Recertification for all transferred pools are due twelve (12) months from the effective date of transfer.

Partial Document Custodian Merger Request
An Issuer will select this option to execute a Partial Merger-Related Transfer of pools/loan packages of its Ginnie Mae Portfolio when a transfer if within the same Document Custodian Corporate Institution (the Document Custodian Identification Number will change). A pool list must be attached with this request and only the pools identified (on the pool list) will be transferred to the new document Custodian. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian. Ginnie Mae does not require the Recertification of the reassigned (transferred) pools for a merger.

Import File
The import file must consist of only the 6 digit pool number (456789, or CD3456), the Issue Type and Pool Type are not needed. The import file should be developed as a flat file, a csv or excel file will not import successfully in GinnieNET.
DOCUMENT CUSTODIAN PARTIAL TRANSFER

GINNINET DOCUMENT TRANSFER MENU / HOST COMMUNICATIONS
For Partial Document Custodian Transfer or Merger, the Issuer is required to submit a completed list of the pools being transferred; as well as the pool listing(s) for Existing Document Custodian(s).

The Issuer should enter an Effective Date of Transfer as a business day of the month at least three (3) days past the current date and not more that six months past the current date.

If a pool is transferred with a Final Certification pending when the new Issuer completes the pending Final Certification that certification will close out both open Final Certification and pending Recertification from the recent transfer.

An e-Notification of approval or rejection is sent to Issuer and new Document Custodian.

Pool listing may be imported or key entered directly into GinnieNET.

Issuer should make sure all the necessary documentation is forwarded to the new Document Custodian before the Partial Document Custodian Request is performed in GinnieNET. The new Document Custodian should not certify any transmission unless they have all the appropriate pool documentation.
QUESTIONS & ANSWERS

Q&A
RESOURCES
USER GUIDES

MyGinnieMae Organization Administrator Guide

GinnieNET User Guide
https://www.ginniemae.gov/issuers/Pages/GinnieNETTrainingGuides.aspx

Ginnie Mae Customer Support: 1-833-466-2435, option 1
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