

### Instructions Page

#### Purpose

Servicers or designated Authorized Individuals of MPF Traditional loans must use this form to request the release of documents held by the MPF Program Custodian in accordance with MPF Traditional Servicing Guide Chapter 1.

#### Preparation

- **When:** The Servicer or designated Authorized Individuals must complete this form when requesting the release of documents held by the MPF Program Custodian.
  - A monthly request may be submitted using one SG340 form accompanied by an excel spreadsheet listing all MPF Traditional paid off loans for which Servicer is requesting release of the Notes
- **Who:** This form must be completed by an employee of the Servicer who is specifically designated on the most recent Delegation of Authority – Requests for Files from Custodian and/or any subsequent Delegation of Authority Request for Files Supplemental form(s).
- **How:** Please refer to detailed [knowledge article](#) on how to complete Form SG340.

#### Submission

- **When:**
  - Payoff/Liquidation – the Servicer must submit the form as soon as possible upon payoff/liquidation. To avoid penalties all requests must be submitted to the custodian no later than the second business day of the month following payoff/liquidation (i.e. Request for Release of Documents for all January payoffs must be submitted by the 2nd business day of February).
  - Any other reason documents are needed – the Servicer must submit this form when requesting the release of documents held by the MPF Program Custodian, allowing 3-5 Business Days for processing of MPF Traditional loans.
- **How:** The Servicer must email this form to [MPFReleaseTeam@computershare.com](mailto:MPFReleaseTeam@computershare.com).
  - PFIs faxing release requests must include [MPFReleaseTeam@computershare.com](mailto:MPFReleaseTeam@computershare.com) on the “To” line on the fax cover sheet.
- **To:** The Servicer must submit the form to the MPF Program Custodian. Release request processing time is 3-5 Business Days for MPF Traditional.

**The Servicer should retain a copy of the completed form for their own records.**

#### Additional Guidance

- Detailed [knowledge article](#) can be found here.

#### Helpful Hints

- For MPF Xtra loans submit SG340-X and for MPF Government MBS loans submit SG340-M
- Notes will be returned to PFI by UPS or FedEx, and cannot be returned by USPS.

**Do not submit the Instructions Page.**

# MPF Traditional - Request for Release of Documents

**SUBMIT ONLY THIS PAGE TO CUSTODIAN**

**FORM SG340 – MPF TRADITIONAL ONLY**

## PFI/Servicer Information

PFI Number: \_\_\_\_\_ Servicer Name: \_\_\_\_\_

Address to ship Collateral File to: \_\_\_\_\_

## Loan Information

Master Commitment Number: \_\_\_\_\_ MPF Loan Number: \_\_\_\_\_

Original Loan Amount: \_\_\_\_\_ Borrower Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

**ONLY for eNote/eMortgage loans, Servicers must also provide all of the following:**

☐ MIN Number: \_\_\_\_\_

☐ Controller Org ID: \_\_\_\_\_

☐ Location Org ID: \_\_\_\_\_

## Reason for Request

Reason for Requesting Release of Documents (check one):

☐ Mortgage Paid in Full ☐ Foreclosure ☐ Other Liquidation ☐ Correction ☐ Other: \_\_\_\_\_

## Employee Information

By submitting this form, I certify that the information contained herein is true and accurate.

Printed Name of Employee Completing Form: \_\_\_\_\_

Signature of Employee (Ink Signature Required): \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## DO NOT COMPLETE – MPF Program Custodian USE ONLY

Acknowledgement of Release of Documents:

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Acknowledgement of Documents Returned to Custodian:

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_