

## Instructions Page

### Purpose

Annually, PFIs and Servicers that have sold or serviced one or more mortgage loans under the MPF Program are required to submit a complete and accurate MPF Fidelity and Errors & Omissions Insurance Worksheet (Form OG2) as a part of the Annual Eligibility Certification (AEC) process, certifying and affirming compliance with all of the provisions and requirements of the Applicable Agreements and the Guides as to Fidelity and Errors & Omissions Insurance, as a condition of continuing eligibility.

### Preparation

- **When** – The form OG2 will be available on the eMPF® website on January 2<sup>nd</sup> (or the first Business Day of the new year if the second (2<sup>nd</sup>) is not a Business Day).
- **Who** – This form must be completed by an officer of the PFI/Servicer or an employee of the PFI/Servicer who has been delegated such authority as typically granted to an officer who is authorized to execute agreements and amendments under the Resolution for Mortgage Partnership Finance Program Participating Financial Institution Agreement.
- **How** – The form can only be completed electronically on the eMPF® website.
- **Attachments** – Any supporting documentation must be uploaded via the eMPF® website.

### Submission

- **When** – The PFI/Servicer must submit the completed form and supporting documentation to the MPF Bank electronically via the eMPF® website by January 31st (or on the preceding Business Day if the thirty-first (31st) is not a Business Day) each year.
- **How** – Complete all required fields, save the information, then submit the form electronically.
- **To Whom** – The form and supporting documentation must be submitted to the MPF Bank. The Servicer should retain a copy of the completed form for their own records.

### Assistance

Please call the MPF Service Center at 877-FHLB-MPF (877-345-2673) for any questions or assistance needed in completing the form.

### Helpful Hints

- Form OG2 is not pre-populated and requires input of current information.
- When completing the forms, the information should be saved often to avoid losing data. Printing or saving the form to the user's/submitter's computer is available at any time.
- Automated email notifications will be sent out during the submission process.
- To update certification status, PFIs/Servicers should reach out to their MPF Bank Representative.