

Request for Release of Documents – MPF® Traditional and MPF Xtra® (Form SG340)



Instructions Page

Purpose

Servicers of MPF Traditional and MPF Xtra 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 and MPF Xtra Servicing Guide Chapter 1.

Preparation

- **When** - The Servicer must complete this form when requesting the release of documents held by the MPF Program Custodian.
- **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.
- **How** – The form may be completed in PDF format, with the exception of the signature which must be ink-signed.

Submission

- **When**
 - Payoff/Liquidation – the Servicer must submit the form within 5 calendar days of payoff or liquidation.
 - 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 and 2 Business Days for processing of MPF Xtra loans.
- **How** – The Servicer must email this form to mpfreleaseteam@wellsfargo.com.
- **To Whom** – The Servicer must submit the form to the MPF Program Custodian.

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

Assistance

Please email the MPF Provider Custody Department at mpfcustody@fhlbc.com for any questions or assistance needed in completing the form.

Helpful Hints

- The MPF loan number must be provided for all requests.
- The MPF Program Custodian will only release documents to the person and address specifically designated on the most recent Delegation of Authority – Request for Files from Custodian.
- Release request processing time:
 - MPF Traditional: 3-5 Business Days
 - MPF Xtra: 2 Business Days

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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: _____

Product Information

Choose one product per form:

Product: MPF Traditional MPF Xtra

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: _____

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: _____

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