

Mortgage Partnership Finance® Program MPF Xtra® Quality Control Review – Documentation Worksheet

PFI # _____ MPF® Loan # _____ Borrower Name _____

Please submit legible copies of all documents, **in the order shown below in each section, using all of these criteria:**

1. Use consistent orientation for all documents
2. No blank pages
3. Single-sided copies only
4. Unstapled and attached to a file folder with fasteners (if providing hard copies)

Place a check mark in the box next to each document in the audit file. If you do not have a document, please note this on the worksheet. Please include any additional documentation used to make the origination, underwriting, and closing decisions.

Completed By _____ Phone _____ Email _____

To submit complete scanned loan files:

1. Prepare PDF Files based on naming convention noted below
2. Log into eMAQCS.covius.com
3. Select 'Document Upload' from Upload Menu
4. Click Add File(s)
5. Select file(s) to upload and click 'Open'
6. Document Upload Log page will show status of file(s) upload

To submit complete hard copy loan files, mail files to:

Covius – Paperless Department
c/o Mortgage Partnership Finance Program.
400 Northridge Road, Suite 850
Atlanta, GA 30350
Covius Phone: 678-579-1000

Provide all documents listed below

The applicable **Compliance documents** to be attached to the **Left Side** of the file folder for hard copies are:

COMPLIANCE DOCS Saved as: **[MPFLoanNumber]_Compliance.pdf (ex. 1234567_Compliance.pdf)**

- Rate Lock Disclosure
- Verification of Borrower Identity,
- Evidence of OFAC compliance
- Borrower Authorization / Consent to pull credit
- Loan Estimate
- Settlement Service Provider List
- Initial Escrow Statements (if applicable)
- Initial Truth in Lending Disclosure
- HOEPA or Predatory Lending Worksheet (see attached)**
- State Specific Notices
- Any other Compliance Documents not listed

The applicable **Closing documents** to be attached to the **Left Side** of the file folder for hard copies are:

CLOSING DOCS Saved as: **[MPFLoanNumber]_Closing.pdf (ex. 1234567_Closing.pdf)**

- Note - all pages of signed copy
- Security Instrument or Mortgage or Deed of Trust and all riders
- Closing Disclosure
- Final Title Insurance Policy with all required endorsements
- Plat of Survey or title coverage over 'matters of survey'
- Right of Rescission and supporting documentation, if applicable
- Final Escrow Statements, if applicable
- Buy-down Agreements, Plans, and Interested Party Contribution documentation, if applicable (refer to FNMA SG B3-4.1-02)
- Leasehold documents, if applicable (refer to FNMA SG B2-3-03)
- Any other Closing Documents not listed

Place this completed document worksheet on top of the loan materials.

Provide all documents – missing documents will be cited as exceptions

The applicable **Underwriting documents** to be attached to the **Right Side** of the file folder for hard copies are:

UNDERWRITING DOCS Saved as: [MPFLoanNumber]_Underwriting.pdf (ex. 1234567_Underwriting.pdf)

- IRS Transcript or 4506-T executed according to sample attached**
 - Initial and Final Uniform Residential Loan Applications (1003) , signed and completed in full
 - Preliminary Title Commitment / Title Opinion
 - Affordable Housing Program documentation, per commitment
 - Life of Loan Flood Zone determination
 - Evidence of Flood Insurance, if applicable (refer to FNMA SG B7-3-07)
 - Evidence of Property - coverage in place at the time of closing (refer to FNMA SG B7-3-02 & 06)
 - Mortgage Insurance Certificate, if applicable
 - Desktop Underwriter® (DU) or Loan Product Advisor ™ formerly known as Loan Prospector® (LP) findings/certificate - Final
 - Credit Report(s) for all Borrowers – all pages
 - Credit supporting documents, for example: Explanations for credit deficiencies or derogatory items on report, explanations for inquiries on credit report, verification of mortgage and/or rent (if not on credit report), and any type of documentation required to support liabilities not reported on the credit report. , if applicable
 - Appraisal – all pages
 - Satisfactory completion certificate (i.e. 1004D) and/or re-certification of value or appraisal update
 - Underwriting comments addressing any appraisal deficiency, UCDP findings, and appraisal acceptance
 - Fannie Mae Submission Summary Report (SSR)
 - Secondary Financing Note, Mortgage and CD, if applicable (refer to FNMA SG B2-1.4-04)
 - Income and Employment Documentation (refer to FNMA SG B3-3.3-01)
 - VOE's, Pay stubs, W-2 / 1099s
 - Verbal VOE within 10 days of closing
 - Account Statements supporting non wage income: Trust, Retirement, Alimony, and Child Support, etc.
 - Self-employed or commission income borrowers as appropriate: Complete personal / business tax returns and written analysis, 3rd party verification of business (i.e. CPA, regulatory agency, licensing bureau or by verifying a phone listing and address for the borrower's business using a telephone book, the Internet or directory assistance) within 120 calendar days prior to the note date
 - Income calculation worksheet(s) (i.e. self employed borrower cash flow analysis, rental income calculation)
 - Funds Verification (refer to FNMA B3-4.2-01)
 - VODs, bank statements (2 consecutive months), explanation for large deposits, and proof of liquidation, if applicable
 - Supporting documentation (e.g. source of funds explanations and documentation,
 - Gift letter/s with required documentation (FNMA SG B3-4.3-04
 - Closing Disclosure/Settlement Statement from sale of departure home,
 - Grant documentation
 - Earnest Money Verification (refer to FNMA SG B3-4.4-02)
 - Uniform Underwriting and Transmittal Summary (Form 1008/1077), completed in full
 - Written explanation supporting UW decision when housing expense or total debt ratio guideline is exceeded
 - Mortgaged Property Cost Verification, if applicable
 - Sales Contract and all addenda (fully executed) or equivalent document, if a purchase transaction
 - Social Security Number Verification, if applicable (refer to FNMA SG B2-2-01)
 - Equal Credit Opportunity Act notice - applicable if a counteroffer was made to the Borrowers
 - Miscellaneous Documents (e.g. leases, bridge loan documents, and USCIS documentation)
 - Any other Underwriting Documents not listed
 - PFI In House Pre-Closing / Post Closing Review Documents, if applicable
- Condo documentation: Name of Project, Date of Approval Review, HOA Certification, Internal Approval Checklist/s, documentation to determine project completion, presale, budget reserves, amount of commercial space present, and documentation that the project is not on of the ineligible categories. (refer to FNMA SG B4-2.1-02)**

Place this completed document worksheet on top of the loan materials.

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Request for Transcript of Tax Return

OMB No. 1545-1872

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

_____ / _____ / _____ | _____ / _____ / _____ | _____ / _____ / _____ | _____ / _____ / _____

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a or 2a

▶ _____
Signature (see instructions) Date

▶ _____
Title (if line 1a above is a corporation, partnership, estate, or trust)

▶ _____
Spouse's signature Date

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506t. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:

	Mail or fax to:
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	512-460-2272
Alabama, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93888
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Internal Revenue Service RAIVS Team Stop 6705 P-6 Kansas City, MO 64999
	816-292-6102

Chart for all other transcripts

If you lived in or your business was in:

	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409
	801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250
	859-669-3592

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.

HOEPA Worksheet

Instructions: Submission of the information on this Worksheet is required only for loan files that are selected by Fannie Mae for a quality control review. Use of the Worksheet is optional and the information may be submitted in another form. Complete this information as of loan closing. Refer to the definitions on page 2.

Borrower Name:	Borrower Name:
Subject Property Address:	
Lender Loan Number:	
Fannie Mae Loan Number (if known):	
Loan Characteristics	
<p>1. Exempt Loan: is the loan exempt from the Home Ownership and Equity Protection Act (HOEPA)?</p> <p>Circle: YES NO <u>IF EXEMPT. THE REMAINDER OF THIS WORKSHEET MAY BE LEFT BLANK.</u></p>	
2. Rate Lock Date:	
Bona Fide Discount Points	
3. Excluded Bona Fide Discount Points: If Bona Fide Discount Points were excluded from Total Points and Fees, complete questions 4 and 5; otherwise, check N/A and skip to question 6. N/A:	
4. Excluded Bona Fide Discount Points (%) : _____	
5. Undiscounted Rate (%) : _____	
Additional Fees	
6. Total Affiliate Fees: If fees were paid to an Affiliate, attach all RESPA Affiliated Business Disclosures and indicate Total Affiliate Fees paid (\$) _____; otherwise, check N/A: <input type="checkbox"/>	
7. Loan Originator Compensation: Enter all compensation paid to Loan Originators included in Total Points and Fees per Regulation Z (\$): _____ (if not applicable, enter \$0.00).	
8. Same-Entity Refinance: If the loan is a Same-Entity Refinance, provide the payoff statement; otherwise, check N/A: <input type="checkbox"/>	
9. Were changes made to Total Points and Fees after loan closing per 12 C.F.R. 1026.31(h)? Circle YES NO	

Definitions (QC File Request)

1. **Exempt Loan:** HOEPA only applies to purchase or refinance loans secured by a borrower's primary residence and not originated or made by a Housing Finance Agency (HFA).
2. **Total Points and Fees:** The total amount of points and fees, expressed in dollars, calculated in accordance with Regulation Z, Truth in Lending, 12 CFR 1026.32 (b)(1).
3. **Rate Lock Date:** The last date the interest rate is set before closing of the loan (except if a rate lock is extended without a change in the rate prior to expiration of the rate lock period, the Rate Lock Date remains the date on which the interest rate was last set).
4. **Excluded Bona Fide Discount Points:** The Bona Fide Discount Points that are excluded, expressed as a percent of the loan amount, under 12 C.F.R. 1026.32(b)(1) and determined in accordance with 12 C.F.R. 1026.32 (b)(1)(i)(E) & (F) in Regulation Z, Truth in Lending.
5. **Undiscounted Rate:** The interest rate available to the borrower based on the borrower's particular credit profile and loan characteristics, before any discount points are applied (termed in Regulation Z "the interest rate without any discount").
6. **Total Affiliate Fees:** Relates to fees were paid to an affiliate(s) of the creditor, as defined in Regulation Z, Truth in Lending, 12 CFR 1026.32(b)(5). The total amount of all items, without duplication, listed in Regulation Z, Truth in Lending, 12 C.F.R. 1026.32(b)(1)(i), 12 C.F.R. 1026.32(b)(1)(iii), and 12 C.F.R. 1026.4(c)(7) (other than amounts held for future payment of taxes), expressed in dollars, paid to all affiliates.
7. **Loan Originator Compensation:** The total amount of loan originator compensation that is required to be included in Total Points and Fees pursuant to Regulation Z, Truth in Lending, 12 C.F.R. 1026.32(b)(1)(ii), expressed in dollars.
8. **Same-Entity Refinance:** Refinancing transaction for an existing loan with the current holder, current servicer, or an affiliate of either. The prepayment penalty amount, expressed in dollars, as calculated in accordance with Regulation Z, Truth in Lending, 12 C.F.R. 1026.32(b)(6)(i), must be included in Total Points and Fees.