Early Funding Loan-Level Deliveries Desk Reference

Freddie Mac SINGLE-FAMILY | Learning

Overview

The Early Funding Loan-Level program gives you the flexibility to aggregate loans and make pooling decisions later. Under this program, you receive funding up to 30 days prior to loans being pooled into a Guarantor or MultiLender security or sold for Cash through a mandatory, servicing-retained contract. Early Funding loan-level transactions are ineligible for sale through the Cash-Released XChange®.

This reference outlines the steps you must follow to receive timely funding for mortgages sold with the Early Funding loan-level option through Loan Selling Advisor® and includes the following topics:

- **Create Loans -** There are two options to create loans**,** by importing a MISMO XML file or by manual and/or direct entry.
- **Loan Pipeline** - Use the loan pipeline to functions to evaluate loans and clear critical edits, view and modify loans and finalize loans for initial funding (Build Form 1034EF and Form 996E).
- **Confirm Loan Status and Funding Information** - Review the loan pipeline status information to confirm Notes are Certified, the Warehouse Lender has Recorded and Released Form 996E and that the Early Funding Loan Status is Ready to Initial Fund.
- **Finalize data** - Make sure your Early Funding loan-level deliveries are complete.
- **Export Data** - Optional.
- **View, Edit or Build Forms –** Optional. Typically used to remove loans from forms previously built.

Create Loans

In Loan Selling Advisor, you have the option to create loans by importing a MISMO XML file or by entering loan data manually. After Early Funding loans are saved in the system, you'll access them from the Loan Pipeline, where you can search for loans, manage your pipeline, and perform tasks for loans, such as, modify, evaluate and build forms. The sections below provide instructions on how to import loans or how to manually create loans.

Import Loans

Loan data is imported into Loan Selling Advisor in MISMO XML format using the Uniform Loan Delivery Dataset (ULDD). Click here to access the ULDD web page and import specification.

Follow the steps below to import loans:

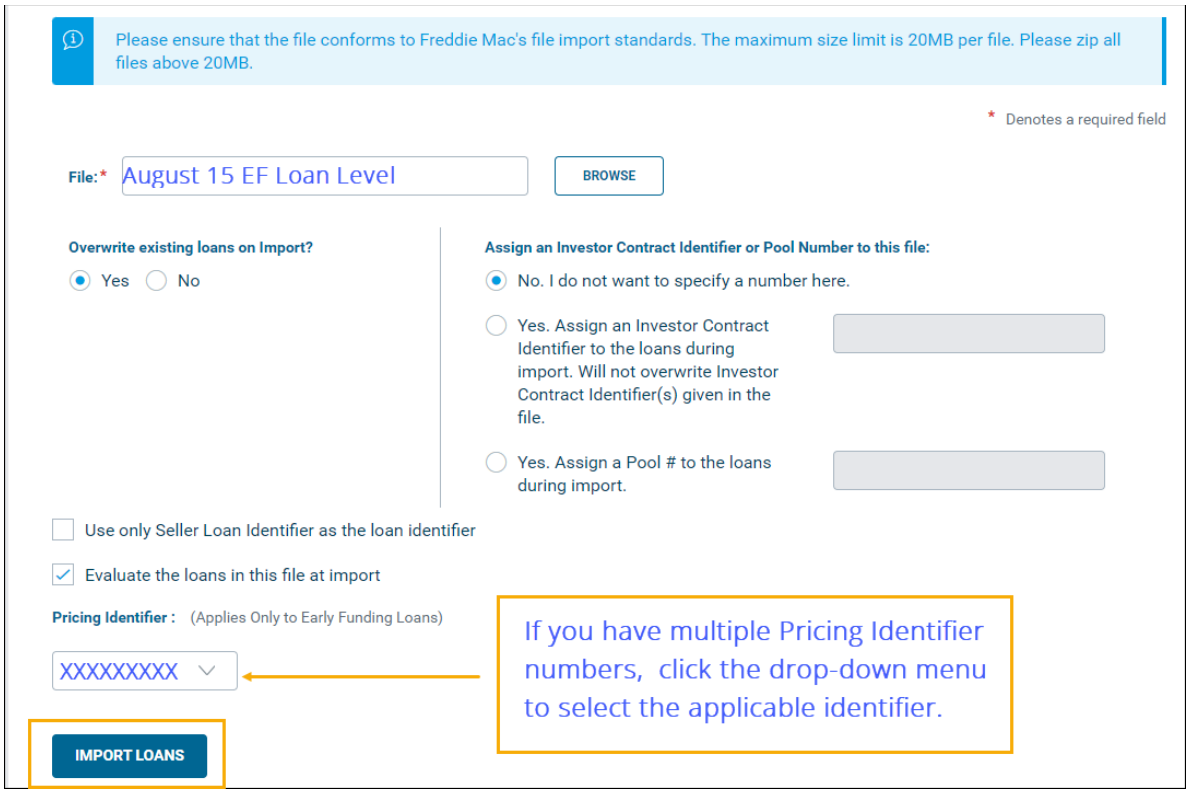
1. From the **LOANS** menu, select **Import MISMO XML**.

Note: To avoid critical edits, be sure the import file contains all applicable data points and the applicable Investor Feature Identifier (IFI (Sort ID 368)), H49 and the Warehouse Lender Indicator (Sort ID 398.1) of Yes or No.

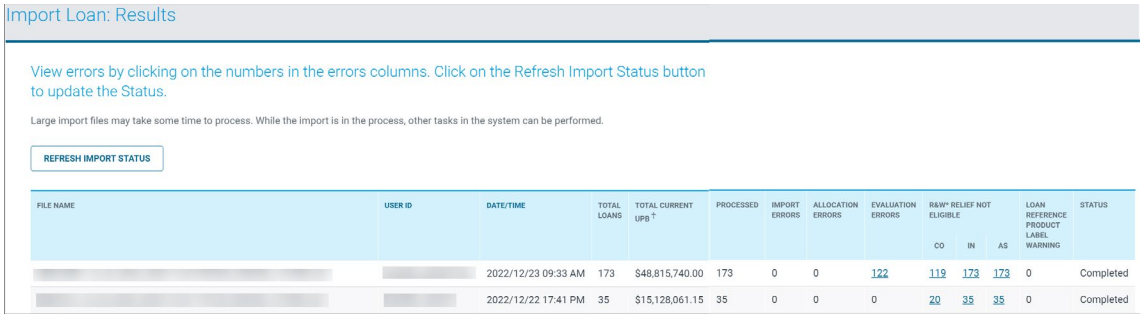
2. The **Import Loan** page displays.
3. Click **BROWSE** to select the file you want to import.
4. Click the checkbox, **Use only Selling Loan Identifier as the loan identifier**. This is a user preference and can make it easier to search for loans.
5. The **Evaluate loans in the file at import** checkbox defaults. If you do not want to evaluate loans at this time, click the checkbox to deselect.

   The Pricing Identifier (PI) field automatically displays. If you deselect the checkbox to evaluate loans, the Pricing Identifier will no longer display.

   If you have multiple Pricing Identifiers (PIs), click the drop-down menu to select the applicable identifier.
6. The **Assign an Investor Contractor Identifier** or **Assign a Pool #** options are disabled when a PI is selected.
7. Click **IMPORT LOANS**.



8. The **Import Loan: Results** page displays a seven-day history of your import activity in descending date order. If the Status column reflects **Processing**, click **Refresh Import Status** until the status reflects **Completed**. After a file is successfully imported, several columns will populate (see the seven columns to the right of the "Processed" column). Numeric values greater than zero, indicate there is an error. Click the numeric value hyperlink to view the error description and/or troubleshoot.



Manually Create Loans

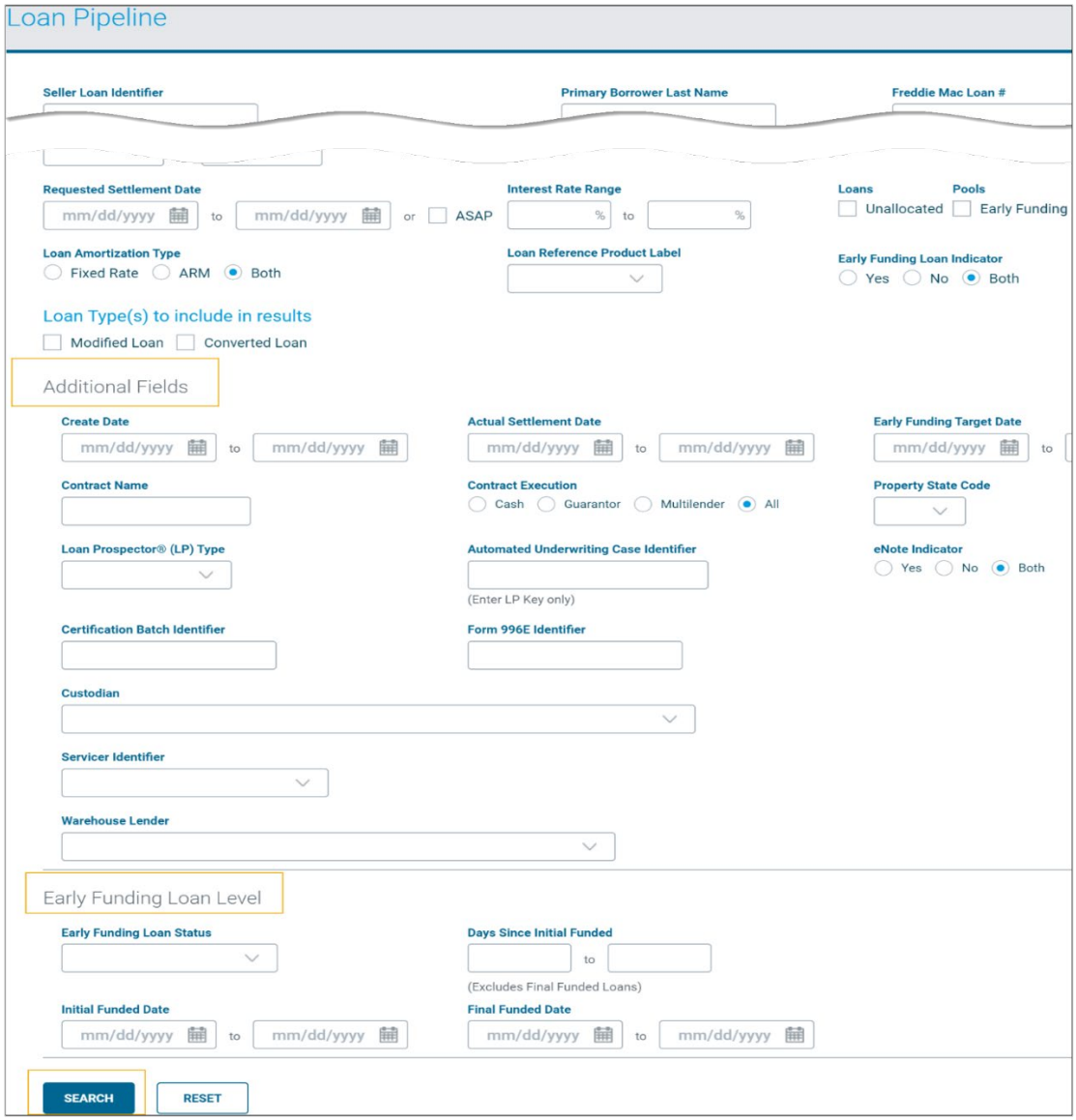
Loans can be created manually, one loan at a time, in Loan Selling Advisor. Access our tutorial, Create and Modify Loans, to learn how.

Loan Pipeline

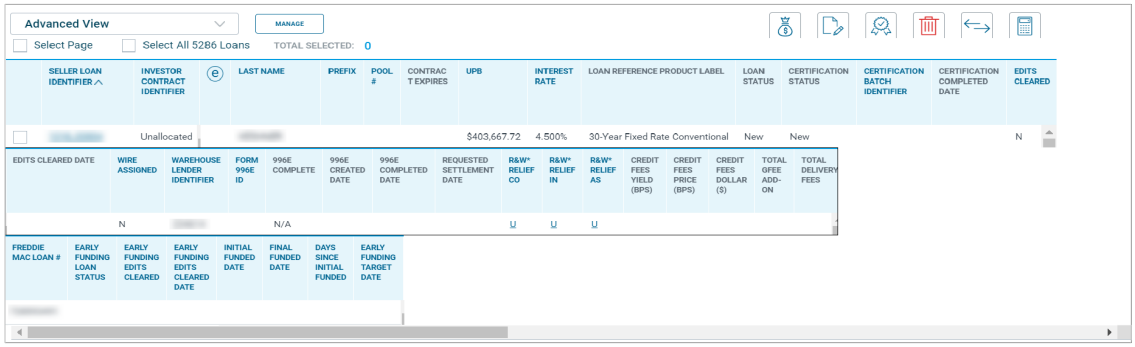
The primary functions used to manage Early Funding loan-level transactions are available in the Loan Pipeline. After loans are created and saved in Loan Selling Advisor, access the loan pipeline to complete the steps required to finalize loans and receive initial funding. Follow the steps below:

1. From the **LOANS** menu, click **View Loan Pipeline**.

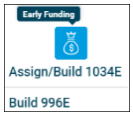
2. The **Loan Pipeline** page displays. Before you can take any action on loans, you must first search for them. The example that follows highlights some of the Early Funding-specific search-criteria fields. Be sure to click the Additional Fields and the Early Funding Loan-Level search panels to view and select supplementary search criteria. After making your selections, click **SEARCH**.


Loan Pipeline
Seller Loan Identifier
Primary Borrower Last Name
Freddie Mac Loan #
Requested Settlement Date
mm/dd/yyyy
to
mm/dd/yyyy
or
ASAP
Interest Rate Range
%
to
%
Loans
Unallocated
Pools
Early Funding
Loan Amortization Type
Fixed Rate
ARM
Both
Loan Reference Product Label
Early Funding Loan Indicator
Yes
No
Both
Loan Type(s) to include in results
Modified Loan
Converted Loan
Additional Fields
Create Date
Actual Settlement Date
Early Funding Target Date
Contract Name
Contract Execution
Cash
Guarantor
Multilender
All
Property State Code
Loan Prospector® (LP) Type
Automated Underwriting Case Identifier
(Enter LP Key only)
eNote Indicator
Certification Batch Identifier
Form 996E Identifier
Custodian
Servicer Identifier
Warehouse Lender
Early Funding Loan Level
Early Funding Loan Status
Days Since Initial Funded
(Excludes Final Funded Loans)
Initial Funded Date
Final Funded Date
SEARCH
RESET

3. The Loan Pipeline search results display. The example below provides a bird's-eye view of the action buttons and the many search results columns.



See the table below for a description of the loan pipeline's action/function buttons or watch the video, Loan Pipeline Action/Function Buttons

Name	Icon	Function/Purpose
Money Bag		Assign the Early Funding, IFI H49 to the loan(s). The options to Assign/Build Form 1034E and Build Form 996E display after you search for "Unallocated" Loans, select an Early Funding Indicator of "Yes" and click the Money Bag icon.
View/Modify Loan		View and/or modify loans.
Evaluate/Assess		Loans must be evaluated and cleared of critical edits before initial funding occurs. You may evaluate one or many loans at-a-time for accuracy, completeness, and alignment with your Early Funding Pricing Identifier terms. If you have one PI, the system will default to it and you will not see a dropdown menu. If you have multiple PIs, you must select from the dropdown menu.
Delete		Use to delete loans from the system.
Compare with Loan Product Advisor®		Compare loan data in Loan Selling Advisor with the corresponding data in Loan Product Advisor. If desired, overwrite data in Loan Selling Advisor with data from Loan Product Advisor.
Calculate Loan Acquisition UPB Amount		Applies to allocated loans only. Use this function to ensure the unpaid principal balance for the loan meets Freddie Mac's purchase guidelines.

The loan pipeline search results display over 30 columns of status and date information. The table below highlights columns commonly used to track and manage Early Funding transactions. You have the option to create a custom view to help you quickly track and manage your Early Funding pipeline. With a custom view, you can view only the columns or information you want to see. To learn how to create a custom search results view in the loan pipeline, access our tutorial, How to Use the Loan Pipeline (15-minute tutorial).

The table below describes the columns in the Loan Pipeline Advanced View (the default view). You can customize the view or select a Basic view, depending on your needs. See the tutorial above to learn how.

Note: The list below is not all-inclusive.

Column Name	Description
Seller Loan Identifier	The unique identifier assigned by the Seller to the loan. This is a static column.
Investor Contract Identifier	The unique identifier assigned by Freddie Mac to the contract. For Early Funding loan-level transactions, the column will display a value of "Unallocated." This is a static column.
Certification Status	Certified = Note has been certified by the Document Custodian. New = Note has not been certified.
Certification Batch Identifier*	A unique identifier assigned in the system when Form 1034E is built.
Certification Completed Date	The date the Note is certified.
Certification Completed Date	The date the Note is certified.
Warehouse Lender Identifier	The unique six-to nine-digit identifier assigned to the Warehouse Lender by Freddie Mac.
Form 996e Id *	A unique identifier assigned in the system when Form 996E is built for specific loans.
996e Complete	N = No. The 996E is created but has not been processed by the Warehouse Lender. Y = Yes. Form 996E has been built. Not Built. The loan is eligible for Form 996E, but it has not been built. N/A. Loan is not associated with a Warehouse Lender.
996e Created Date	The Date Form 996E was built in the system.

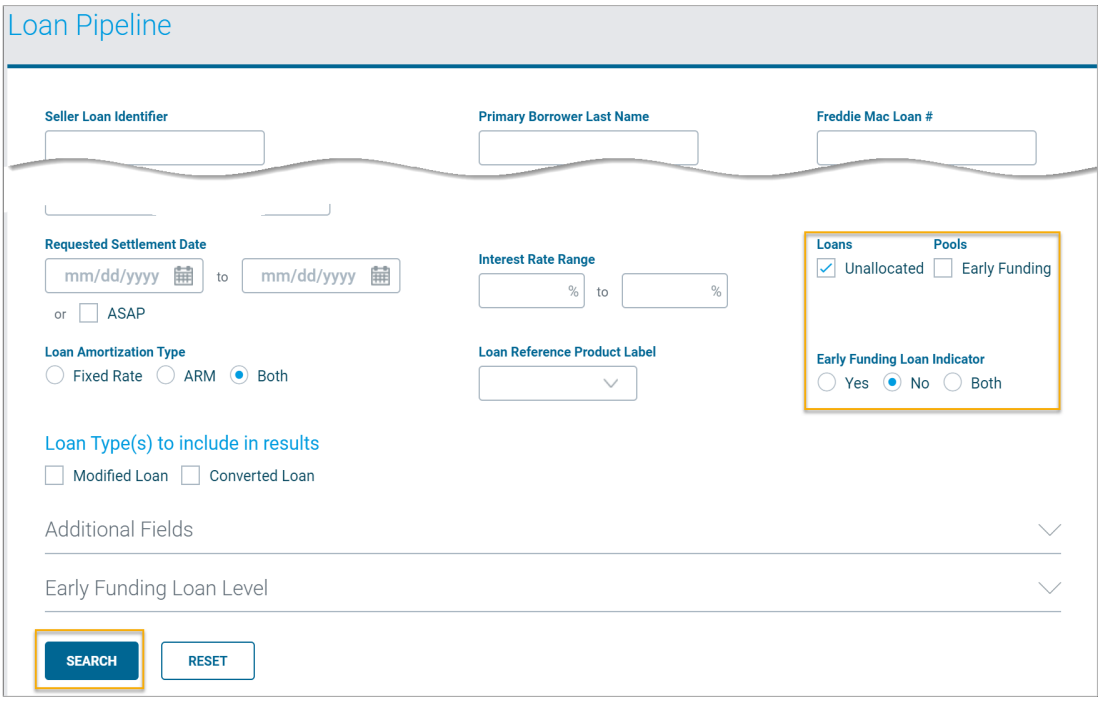
Column Name	Description	
996e Completed Date	The Date Form 996E was recorded and released in the system by the Warehouse Lender.	
Early Funding Loan Status*	New	An Early Funding unallocated loan has been created and is not ready to initial fund.
	Ready to Initial Fund	Early Funding unallocated loan has met the following criteria – • Loan is evaluated, and critical edits are clear. • Note is certified by the Document Custodian. • Form 996E has been released and recorded by the Warehouse Lender. • The Mortgage Conformity type for the loan is Conforming or Super Conforming.
	Initial Funded	The Early Funding unallocated loan has been initial funded.
	Final Funded	The Early Funding allocated loan has been final funded.
Early Funding Edits Cleared*	N = No. Critical edits for an Early Funding Loan have not cleared. Y = Yes. Critical edits have cleared.	
Early Funding Edits Cleared Date *	Date critical edits cleared the system.	
Initial Funded Date*	The date an Early Funding, Loan Level, unallocated loan, is initially funded.	
Final Funded Date*	The date an Early Funding, allocated loan, is final funded.	
Days Since Initial Funded*	The number of days since the loan was initially funded. Use this field to monitor when your Early Funding loan must be allocated. The Days Since Initial Funded, will begin calculating the day after the loan is Initial Funded until the day the loan is Final Funded. Once the loan is Final Funded, this field will be blank.	
Early Funding Target Date*	The date an Early Funding Guarantor Contract Level, transaction is targeted for funding.	

Assign Loans as Early Funding

If the loans saved in the system already contain IFI H49, skip this section and proceed to the section titled, Evaluate/Assess Loans.

1. If the loan does not contain the data point, Investor Feature Identifier (IFI) with a value of H49, do the following:

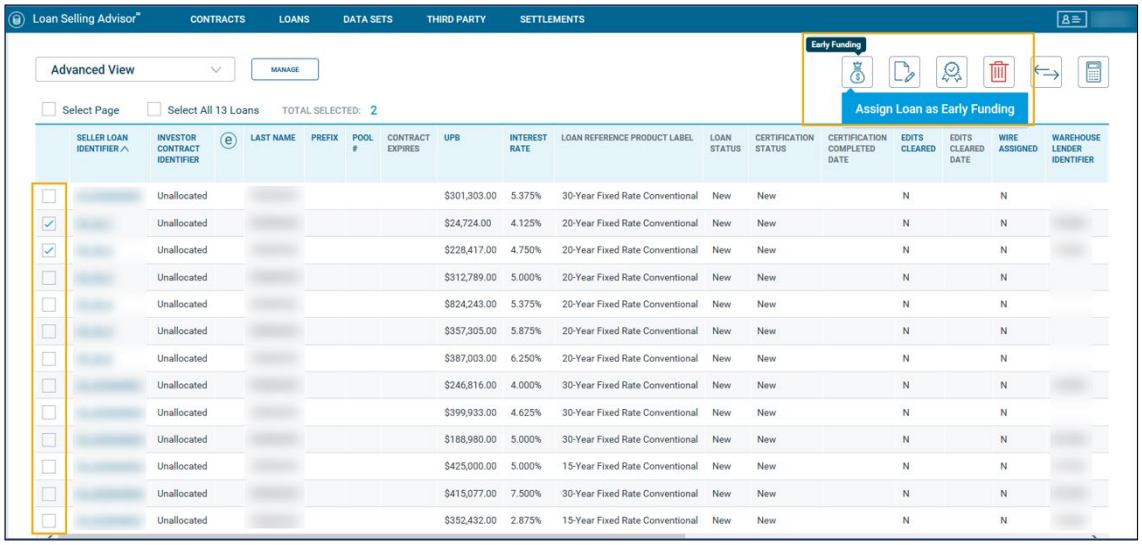
   From the Loan Pipeline page, click the checkbox for **Unallocated** loans, click the **Early Funding Loan Indicator** of “No” and click **SEARCH**.



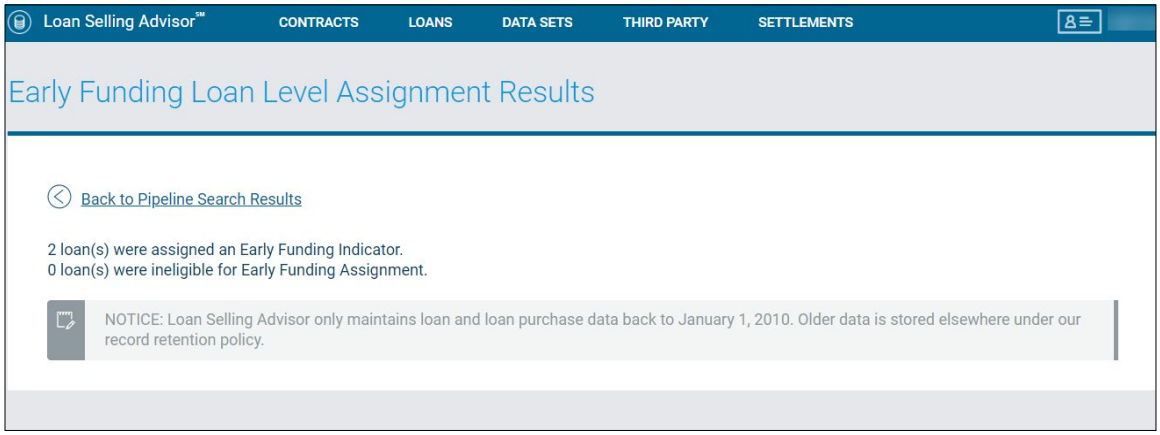
   Note: The default value for **Early Funding Loan Indicator** is **Both**.

2. The search results display. The first two columns, SELLER LOAN IDENTIFIER and INVESTOR CONTRACT IDENTFIER are fixed. Scroll to the right to view the remaining columns. The system defaults to the Advanced View. See the tip below on how create a custom view. Select the loans you want to assign IFI H49 to by clicking the checkbox(es) to the left of the Seller Loan Identifier. Click the **Early Funding** icon (first icon on the left) and click “**Assign Loan as Early Funding**”.

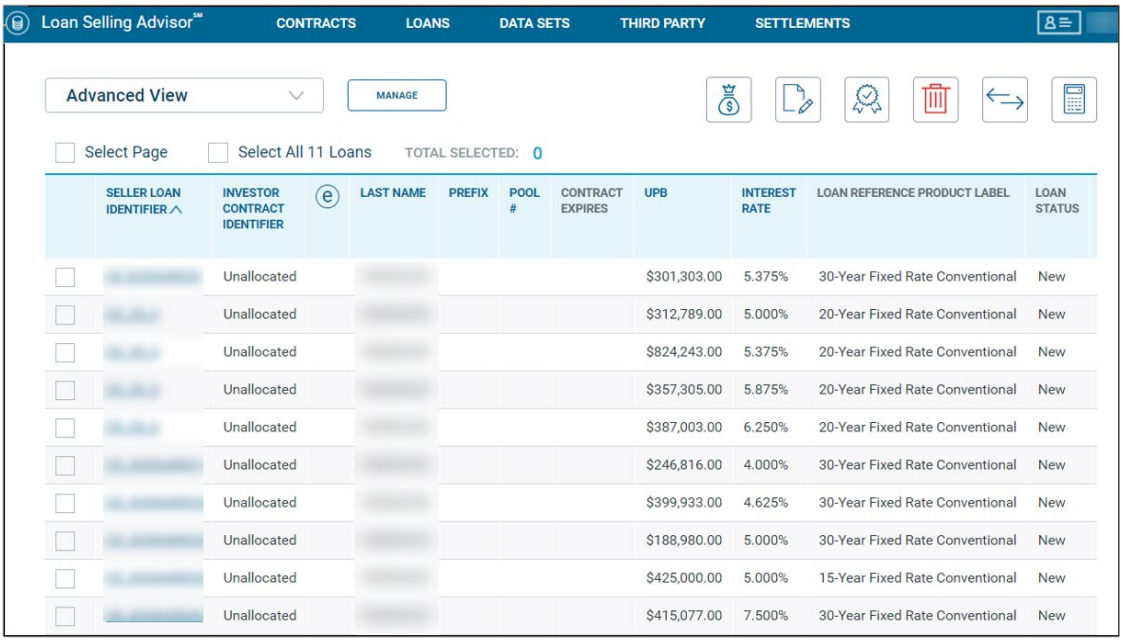
   Tip: To learn how to create a custom view, access the tutorial, How to Use the Loan Pipeline



3. The **Early Funding Loan-Level Assignment Results** page displays the number of loans that were automatically assigned an Early Funding Indicator (Investor Feature Identifier (H49)) and the number of loans that were ineligible for Early Funding Assignment.



4. Click **Back to Pipeline Search Results**.

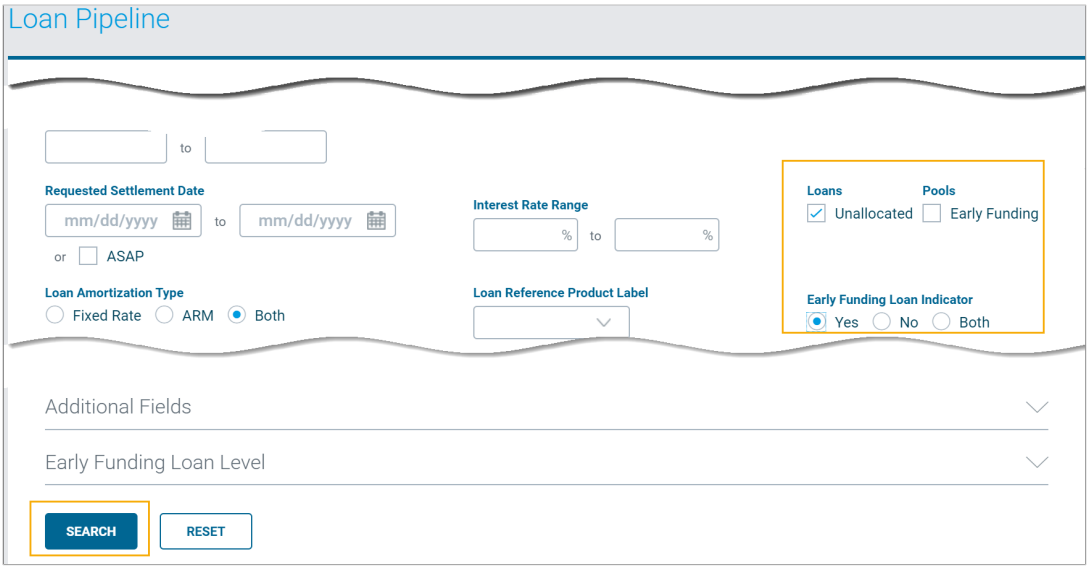


Evaluate Loans

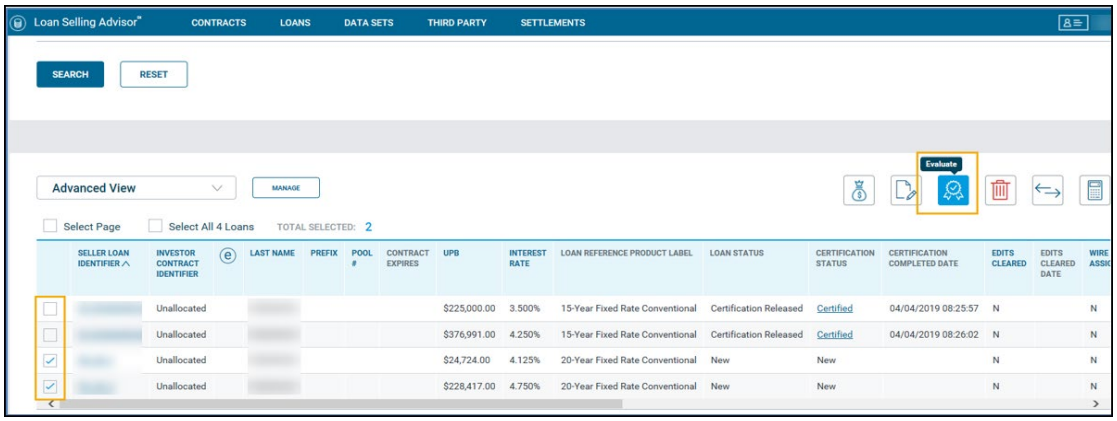
You must evaluate Early Funding loans and ensure critical edits are clear before you can proceed to the next step, Build Form 1034E and Form 996E. Early Funding loans are evaluated against the *Freddie Mac Single-Family Seller/Servicer Guide*, delivery requirements, your purchase documents and against your Early Funding Pricing Identifier (PI) terms (your organization's Early Funding terms of business with Freddie Mac). If you have a single PI, the system automatically defaults to it. If you have multiple PIs, you must select the applicable PI. and repeat the loan selection process to evaluate loans against different Early Funding PIs.

Follow the steps below:

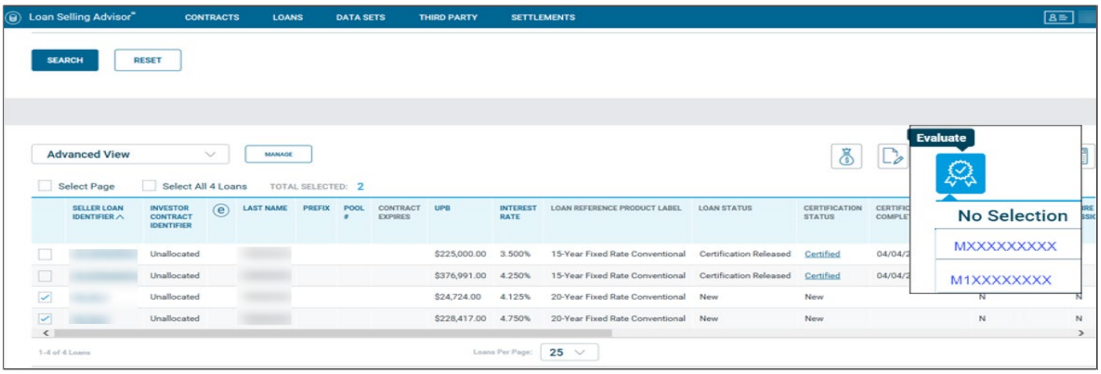
1. From the loan pipeline, search for the loans you want to assess by entering search criteria. For example, click the Unallocated Loans checkbox and select an Early Funding Loan Indicator of Yes and click **SEARCH**.



2. The search results display Early Funding loans that contain IFI of H49. Select the loans to evaluate. Select single loans by clicking the checkbox to the left of the Seller Loan Identifier column or click the checkbox to Select Page or Select All loans.



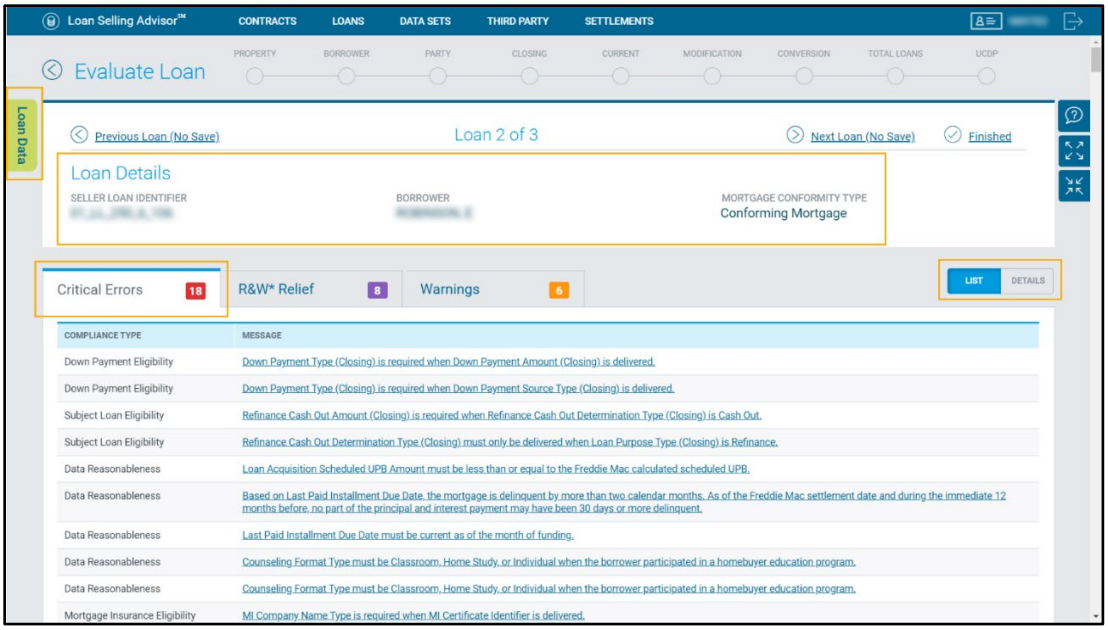
3. Click the Evaluate button. If you have multiple PIs a drop-down menu displays letting you select the applicable PI. If you have a single PI, the system will default to it and a drop-down menu will not display.

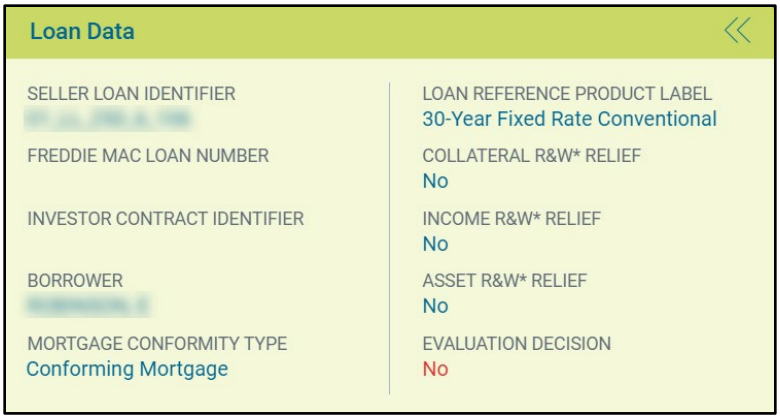


4. The Evaluate Loan page displays loans in Seller Loan Identifier number order and lets you navigate from loan to loan using the left and right arrows above the Loan Details.

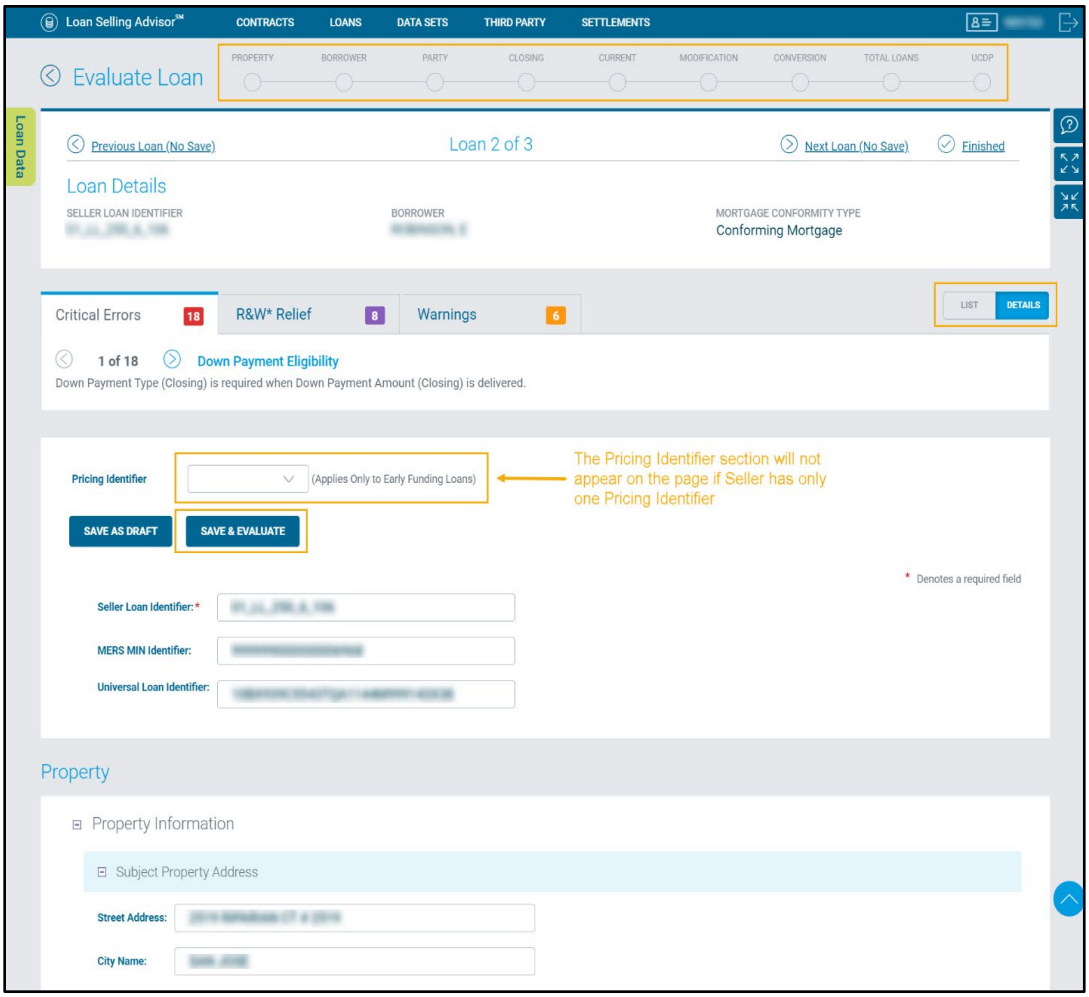
   Click the **Loan Data** panel to view data loan identifier information and the Evaluation Decision.

   Three tabs display, Critical Errors, R&W*Relief and Warnings and each contains the number of errors. The system defaults to the Critical Errors tab with a LIST view. You also have the option to also view errors in a DETAILS view: The LIST view (the default view) provides a listing of the Compliance Type and Message. If you click the error message, the system automatically switches the view to Details. Click LIST to restore the view. The **DETAILS** view lets you view each message. Use the left and right arrow keys to navigate through the messages.

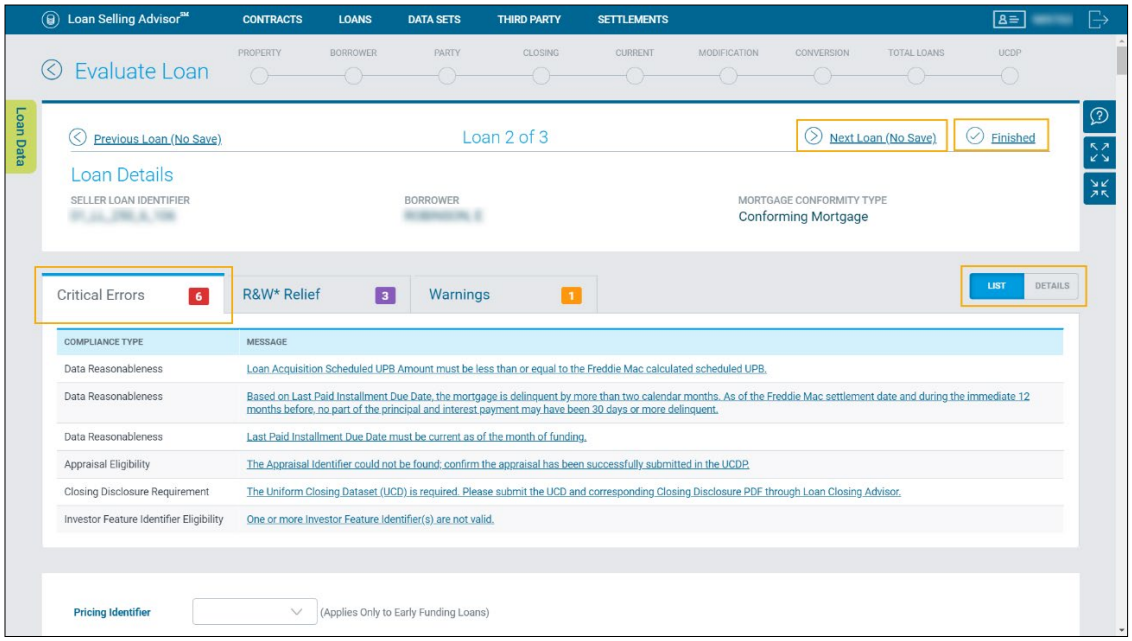




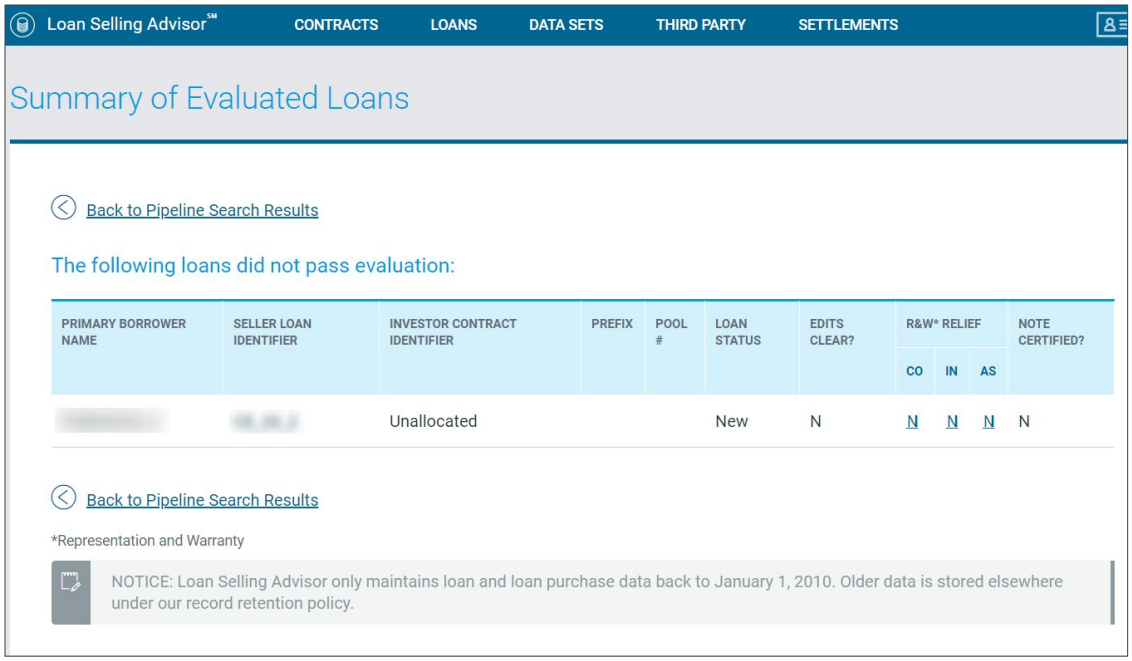
5. You must review and clear the critical errors. To clear the error, locate the data field(s) that applies to the error, modify the data, click **SAVE & EVALUATE** to reevaluate the loan. **Note**: Sometimes, correcting a single data field will remove multiple error messages. Be sure to Save and Evaluate after edits are made.



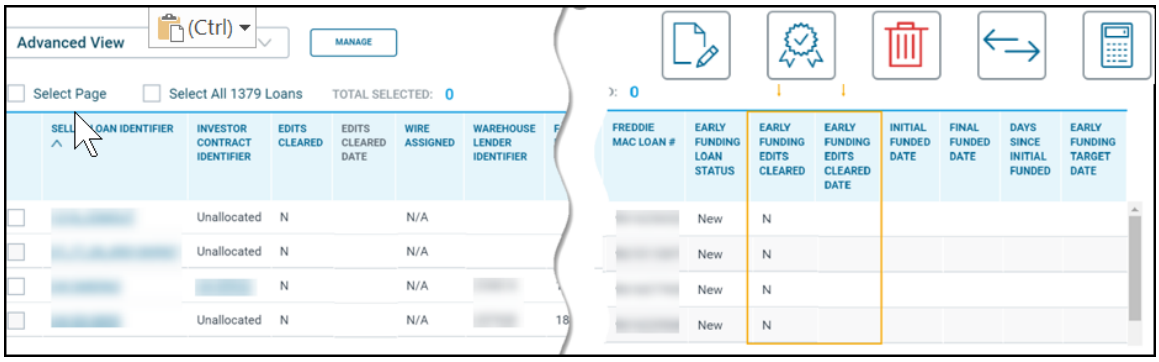
6. The Evaluate Loan page re-displays with the updated Evaluation Decision in the Loan Data panel for each of the loans as well as any associated critical error messages, if applicable. Click **Next Loan** to review and reevaluate each loan. Click **Finished** when all loans have been evaluated.



7. The Summary of Evaluated Loans page displays the loans that did not pass evaluation. The loans that cleared critical edits are not displayed. Click Back to Pipeline Search Results to view the Loan Pipeline search results.



8. The Early Funding loans that passed evaluation will display a “Y” (for Yes) status in the EARLY FUNDING EDITS CLEARED column and the EARLY FUNDING EDITS CLEARED DATE column will display the date and time the edits were cleared.

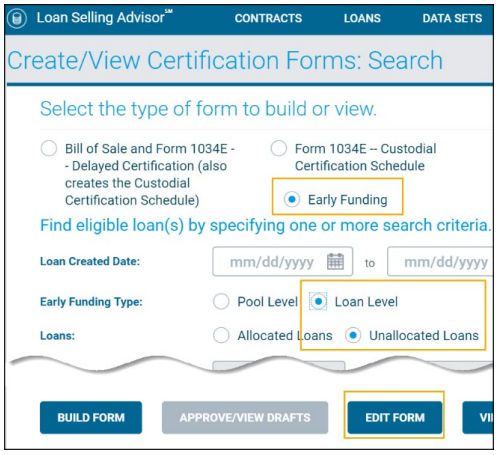


Note: The **EARLY FUNDING EDITS CLEARED** and **EDITS CLEARED DATE** columns display duplicate status information.

View and modify Early Funding loans

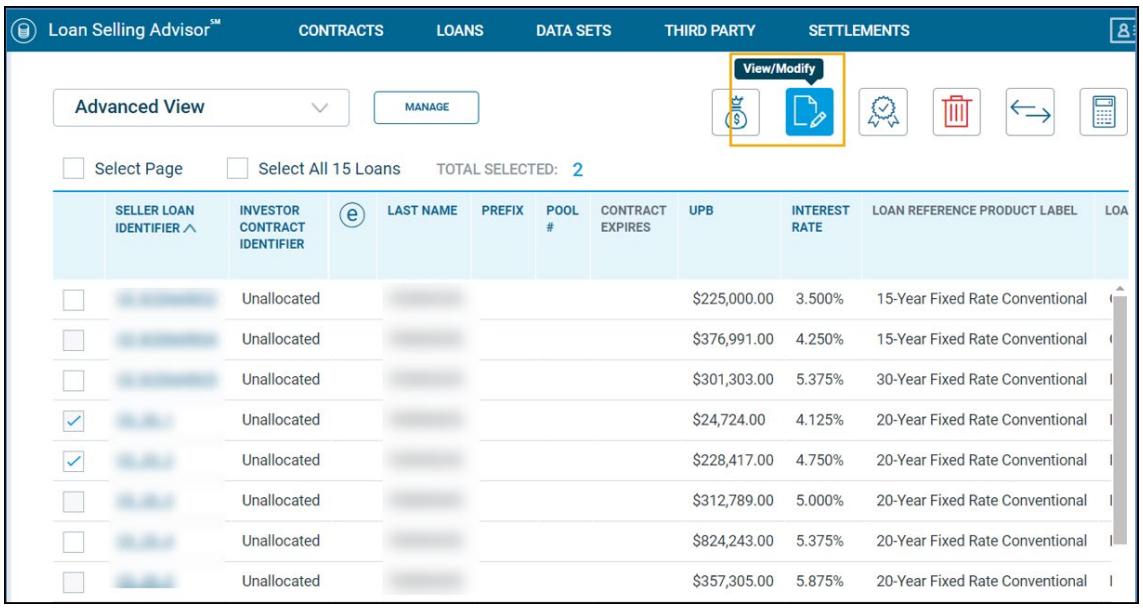
You have the option to modify loan data before the loan status changes to “Ready to Initial Fund”. See the table below for information on how to modify loan data after certain loan events have occurred:

If you modify…	then you must…
loan data after a loan is evaluated,	reevaluate the loan before you build Form 1034E and Form 996E
a certifiable field after Form 1034E is built and before the Note is certified,	• Remove the loan from Form 1034E* • Reevaluate the loan and clear critical edits • Re-build Form 1034E* and make sure the Document Custodian is aware of the changes *Go to the SETTLEMENT Menu, Select Create/View Certification Forms, enter search criteria and Click EDIT FORM.

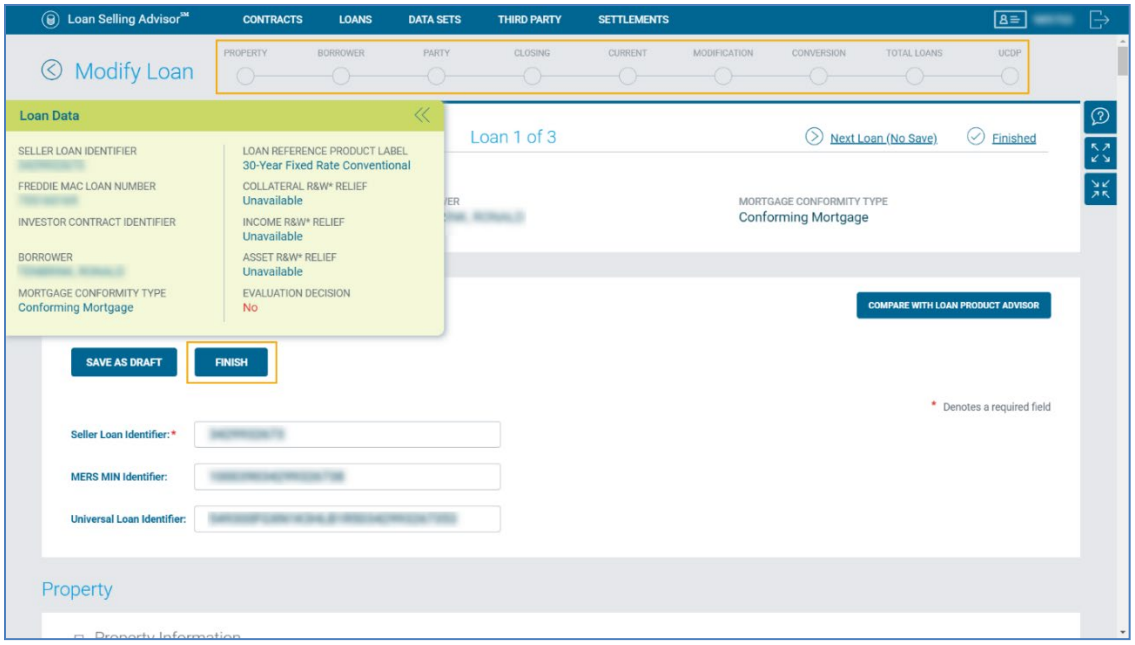
If you modify…	then you must…
a certifiable field after the Note is certified,	• Contact Freddie Mac to have the loan uncertified in the system • After the loan is uncertified, remove the loan from the **Form 1034E* Certification Forms: Search** page • Reevaluate the loan and clear critical edits • Re-build Form 1034E* and make sure the Document Custodian is aware of the changes 

Follow the steps below to view or modify loan data.

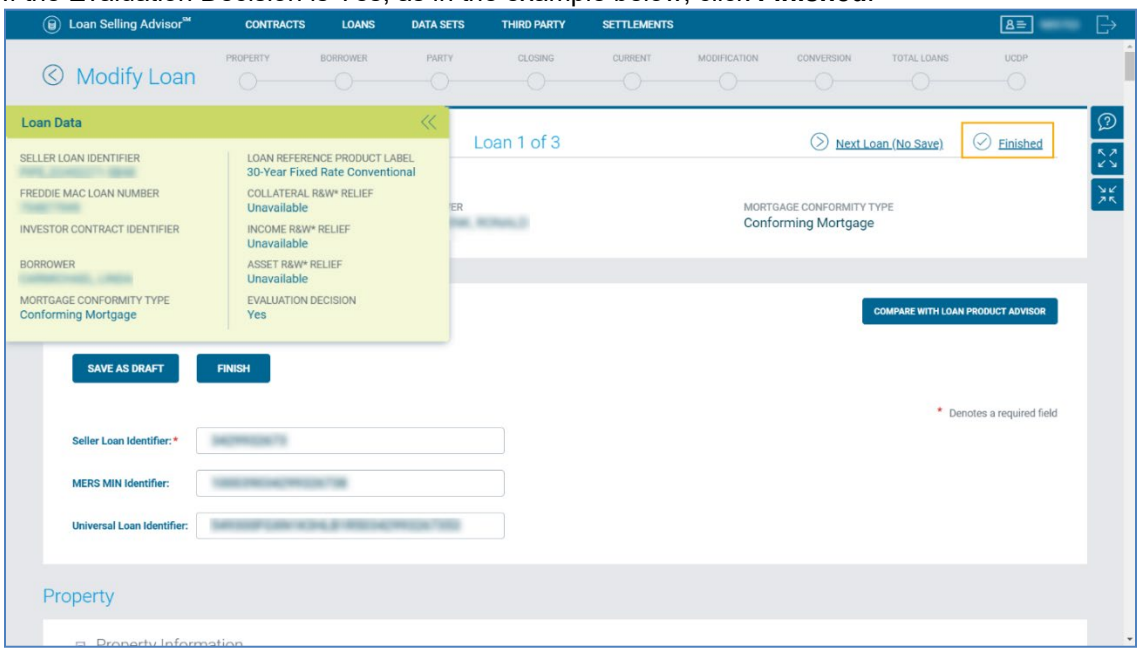
1. From the loan pipeline search results, select the loans to view or modify and click on the View/Modify icon.



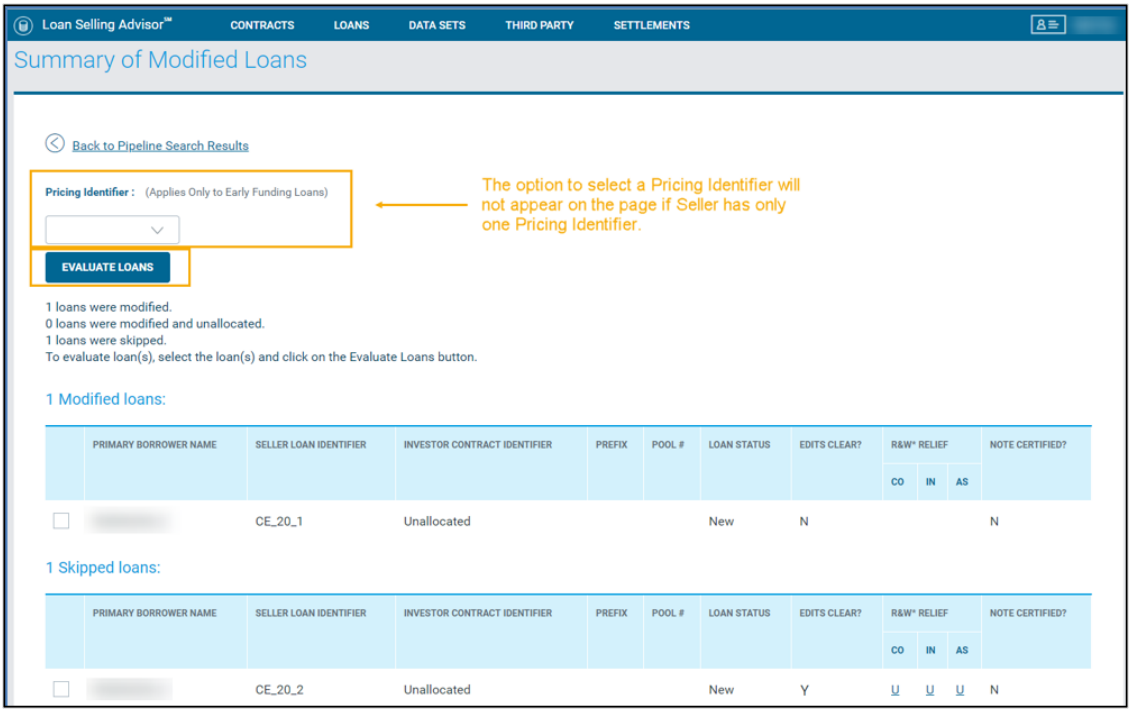
2. The Modify Loan page displays. To modify data, either scroll to the data field or click on the radio button/section name to access the data field you want to modify. After modifications are complete, click **FINISH**.



If the Evaluation Decision is Yes, as in the example below, click **Finished**.



4. The Summary of Modified Loans page displays. Select the loans that did not clear edits and were modified. Click EVALUATE LOANS to reevaluate the loans.



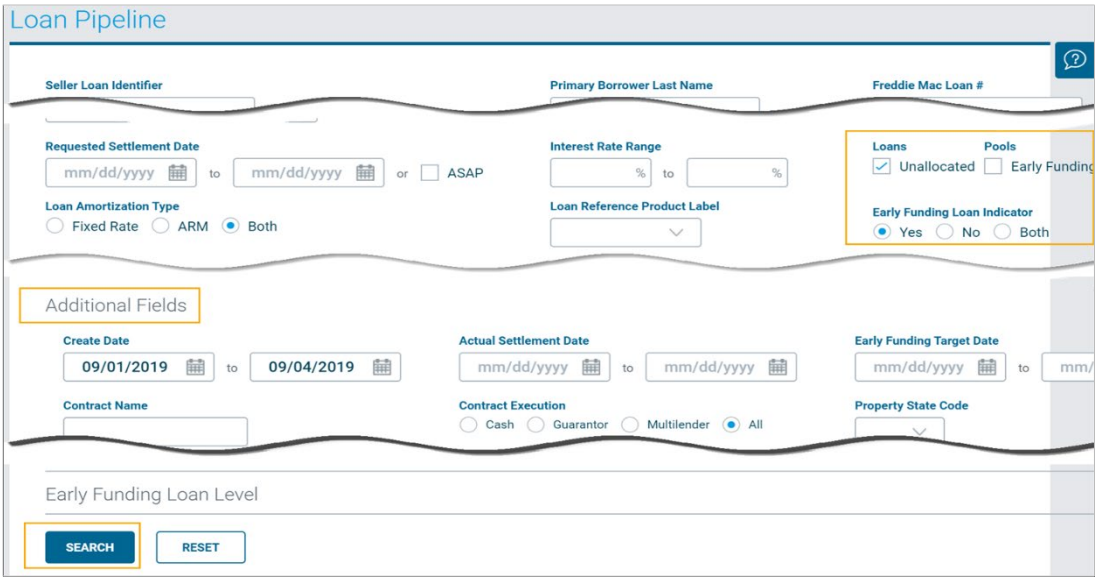
Build Form 1034E

A fully executed Form 1034E, Custodial Certification Schedule, is required for Early Funding loan-level transactions. For loans without a Freddie Mac Loan Number, building of Form 1034E generates the assignment of the Freddie Mac Loan Number to the loan. Without a Freddie Mac loan number, the Document Custodian cannot certify the Note and the Warehouse Lender cannot release or record their interests in Pledged Mortgages (Form 996E).

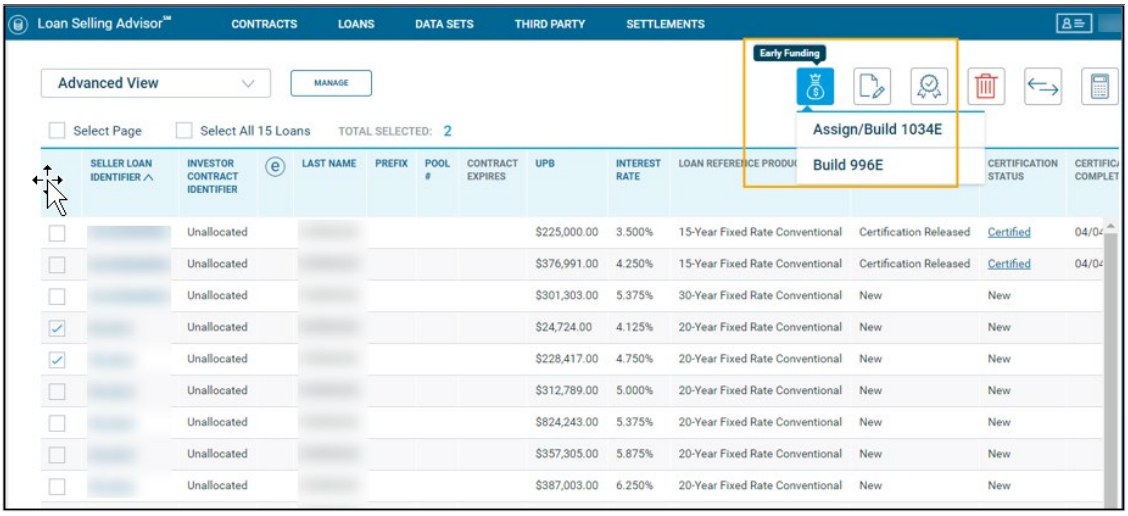
When you build Form 1034E, the system automatically and simultaneously builds Form 996 EF Loan Level, Warehouse Provider Release and Transfer for Early Funding loans that contain an Investor Feature Identifier (IFI) (Sort ID 368), H49 and a Warehouse Identifier (Sort ID 650.1).

Follow the steps below to search for loans and automatically build Form 1034E and Form 996E:

1. From the Loan Pipeline search, select search criteria by clicking Unallocated, an Early Funding Loan Indicator value of Yes then click SEARCH. Tip: To narrow your search, enter the Create Date range search field located in the Additional Fields section.

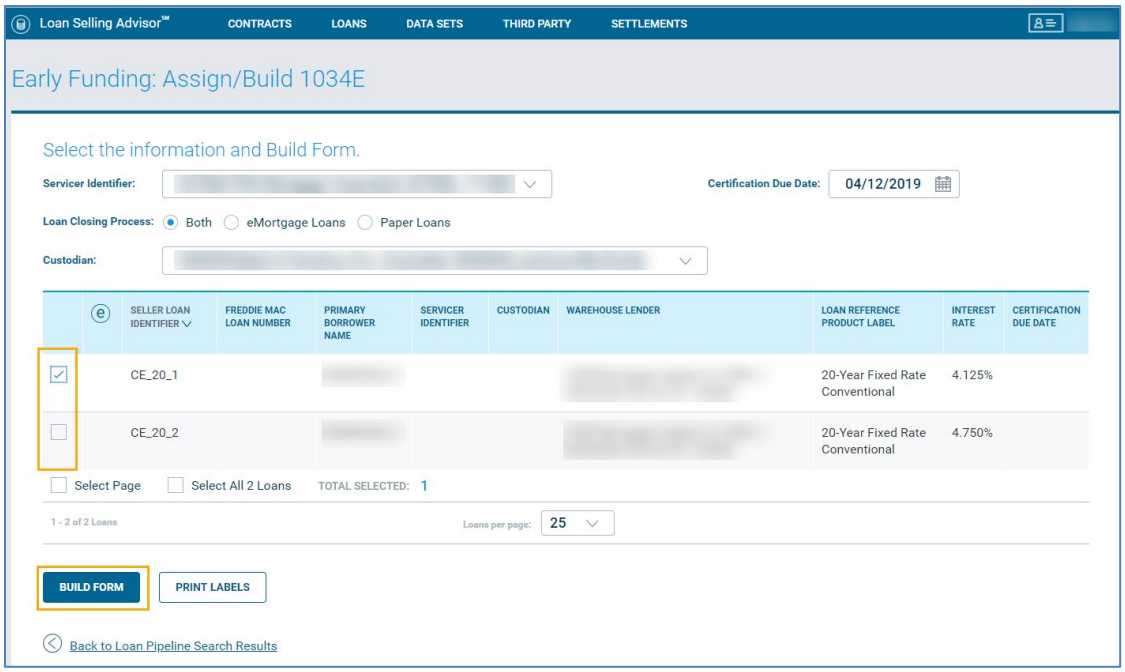


2. Select the loans for which you want to build forms, by clicking the checkbox in the column to the left of the Seller Loan Identifier. To build Form 1034E, click the **Early Funding** icon, and a dropdown menu with the choices to **Assign/Build 1034E** and **Build 996E** display. Click **Assign/Build 1034E.**



3. The **Early Funding: Assign/Build 1034E** page displays with only eligible loans from those selected.

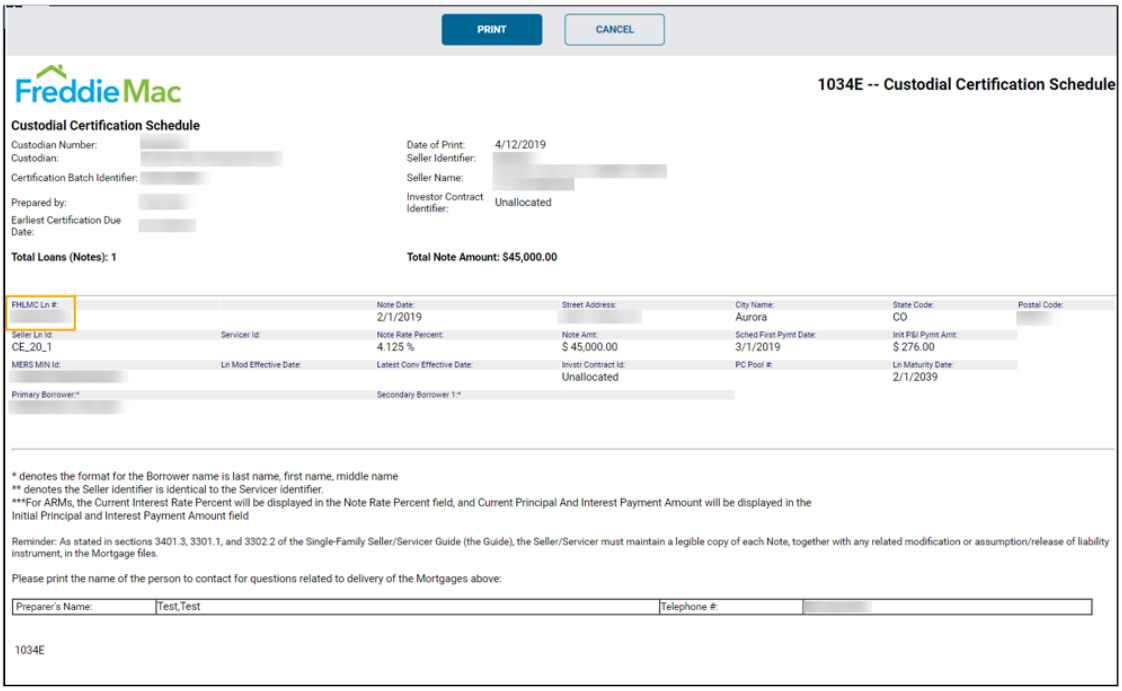
   Start by assigning a Servicer Identifier and a Custodian by clicking the dropdown menu for these fields, then click the checkbox next to the Seller Loan Identifier to select the loan and click **BUILD FORM**.



Note: Loans may be ineligible for selection for Form 1034E because a Custodian has already been assigned to the loan or the loan is already associated with a Form 1034E.

Note: If a Servicer Identifier is already associated with it a loan, selecting a different Servicer Identifier here will overwrite the associated Servicer on the loan.

4. Form 1034E, *Custodial Certification Schedule*, displays with the nine-digit Freddie Mac loan number (**FHLMC Ln #**). You may print the form and retain for your records. If you want to print Freddie Mac loan number labels to adhere to the Note, print the labels after building Form 1034E.



PRINT CANCEL

Freddie Mac

1034E -- Custodial Certification Schedule

Custodial Certification Schedule

Custodian Number:
Custodian:
Certification Batch Identifier:
Prepared by:
Earliest Certification Due Date:

Date of Print: 4/12/2019
Seller Identifier:
Seller Name:
Investor Contract Identifier: Unallocated

Total Loans (Notes): 1

Total Note Amount: $45,000.00

FHLMC Ln #:		Note Date: 2/1/2019	Street Address:	City Name: Aurora	State Code: CO	Postal Code:
Seller Ln Id: CE_20_1	Servicer Id:	Note Rate Percent: 4.125 %	Note Amt: $ 45,000.00	Sched First Pymt Date: 3/1/2019	Init P&I Pymt Amt: $ 276.00	
MERS MIN Id:	Ln Mod Effective Date:	Latest Conv Effective Date:	Invstr Contract Id: Unallocated	PC Pool #:	Ln Maturity Date: 2/1/2039	
Primary Borrower:*		Secondary Borrower 1:*				

* denotes the format for the Borrower name is last name, first name, middle name
** denotes the Seller identifier is identical to the Servicer identifier.
***For ARMs, the Current Interest Rate Percent will be displayed in the Note Rate Percent field, and Current Principal And Interest Payment Amount will be displayed in the Initial Principal and Interest Payment Amount field

Reminder: As stated in sections 3401.3, 3301.1, and 3302.2 of the Single-Family Seller/Servicer Guide (the Guide), the Seller/Servicer must maintain a legible copy of each Note, together with any related modification or assumption/release of liability instrument, in the Mortgage files.

Please print the name of the person to contact for questions related to delivery of the Mortgages above:

Preparer's Name:	Test,Test	Telephone #:	

1034E

5. Close the window and click “Back to Loan Pipeline Search Results.”

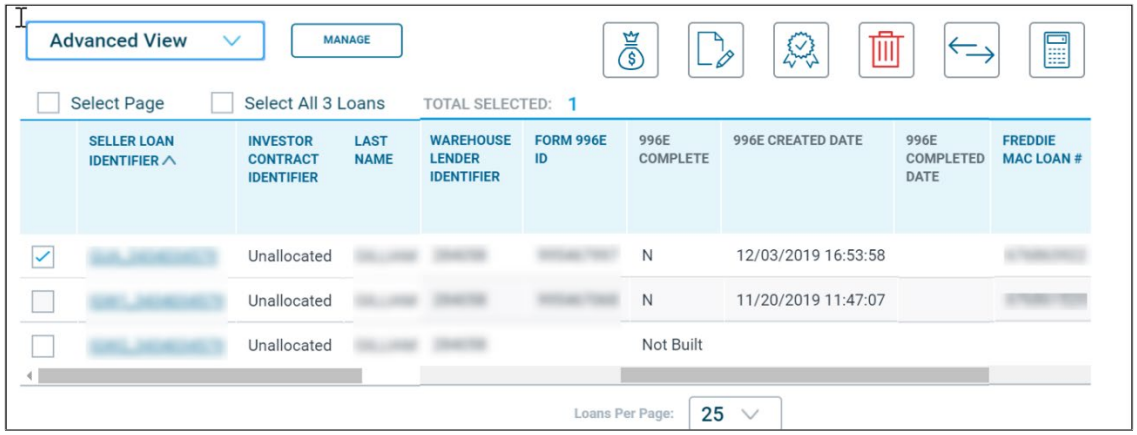
Simultaneously Build Form 996

Form 996 EF Loan Level, Warehouse Provider Release and Transfer, is automatically and simultaneously built in the system along with Form 1034E. The auto build feature applies to Early Funding loans that contain IFI (Sort ID 368) H49 and a valid Warehouse Lender Identifier (Sort ID 650.1).

After the form is built, the Warehouse Lender can access the form in the system to and record and release their interests in pledged mortgages. As a best practice, Freddie Mac encourages Sellers to notify the Warehouse Lender that Form 996E is ready for Acceptance and Release.

To verify whether Form 996E was built, do the following from the Loan Pipeline search results:

1. Click the checkbox to select the **SELLER LOAN IDENTIFIER**/loan and go to the column titled **996E CREATED DATE** to verify the date and time the form was built.



If the **996E CREATED DATE** column is blank, the form did not automatically build, and you must build it manually using the **Create/View Certification Forms** function in the **SETTLEMENT** menu.

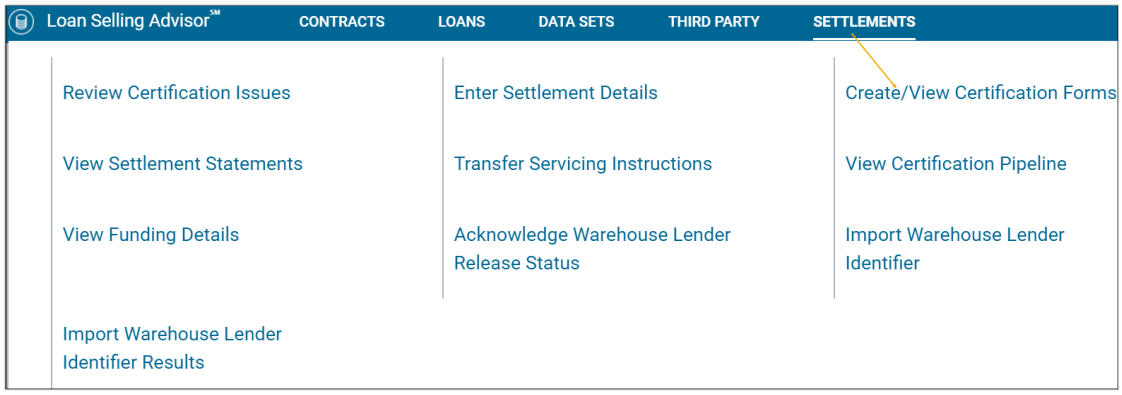
The table below describes the status information in the **996E COMPLETE** column.

Value	Description
N	Form 996E has been created but the loan has not been processed by the Warehouse Lender.
Y	Form 996E is complete and the Warehouse Lender has processed the loan.
Not Built	The loan is eligible for Form 996E to be built but has not been built yet.
N/A	The loan is not associated with a Warehouse Lender.

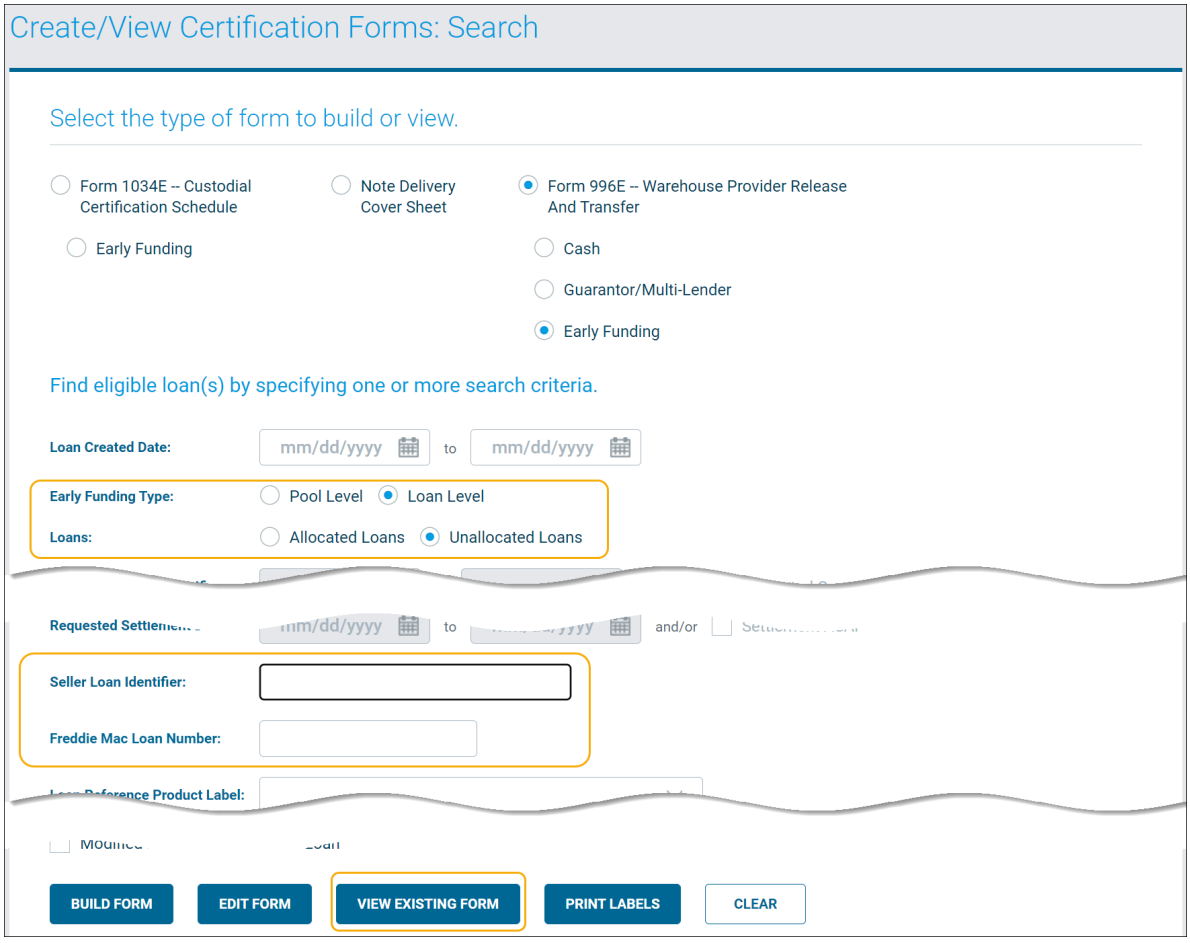
Note: It is the Seller's responsibility to manage the timeline for the completion of tasks related to Warehouse Lender's release or transfer of mortgages.

Follow the steps below to view or print Form 996E.

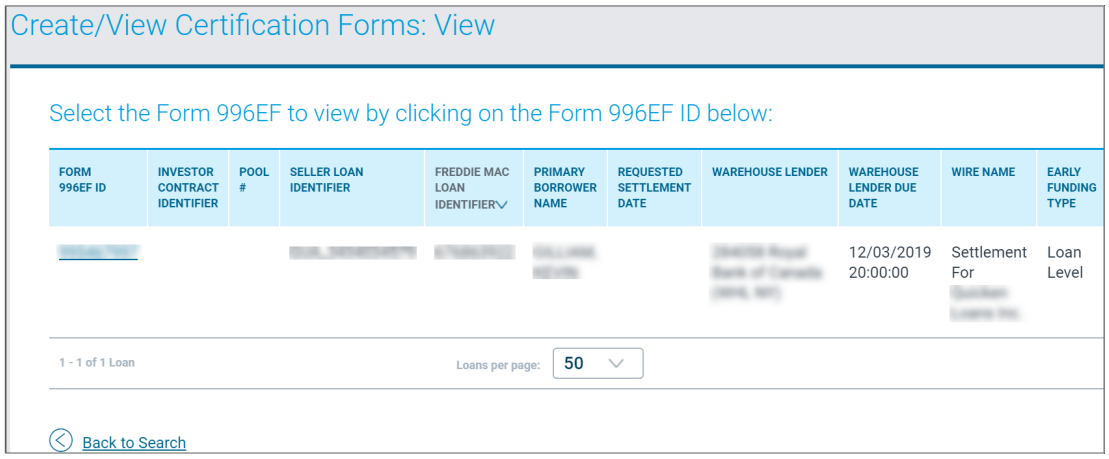
1. From the **SETTLEMENTS** menu, click **Create/View Certification Forms**.



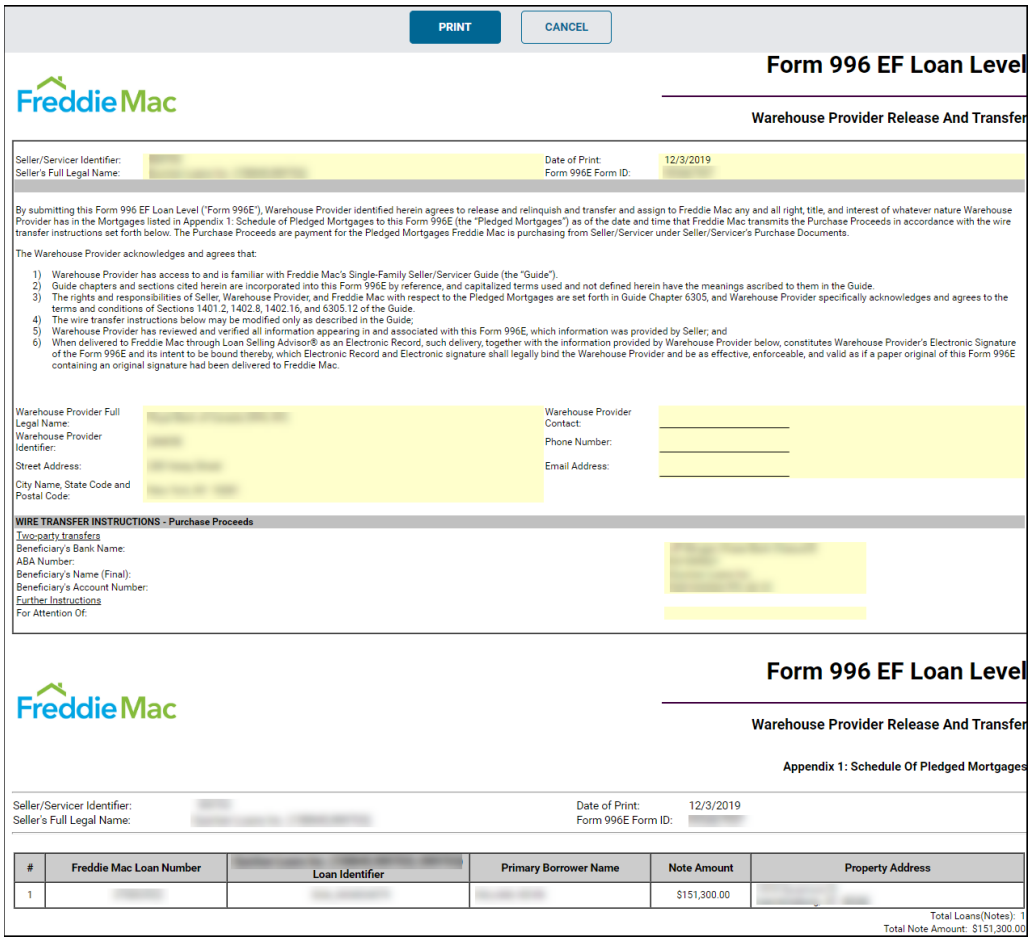
2. Click the form type of Form 996E – Warehouse Provider Release and Transfer and Early Funding.
3. Click the search criteria of Early Funding Type: Loan Level and Loans: Unallocated Loans.
4. Enter the Seller Loan Identifier or the Freddie Mac Loan Number.
5. Click **VIEW EXISTING FORM**.



6. The Create/View Certifications Forms: View page displays.



7. Click the Form 996EF ID number hyperlink.
8. Form 996EF displays. Click PRINT to print a paper copy of the form to retain for your records.



Note: You can build Form 1034E and Form 996E from the Loan Pipeline. However, if you need to edit the form to remove loans, you must access the SETTLEMENTS menu and select **Create/View Certification Forms** to edit and rebuild the forms.

Note: The Warehouse Lender Identifier displays on Form 996E. You may need to refer to this identifier when contacting Freddie Mac for assistance.

Note: If you remove wire instructions after Form 996E is built, it will automatically update in the system and display a message of "Missing Security Wire(s)" under the Securities Delivery Instructions section at the bottom of the form. The Warehouse Provider cannot record and release Form 996E until you assign wire instructions and rebuild the form.

Refer to the table below to understand when to manually rebuild Form 996E.

If you ….	then
reimport a loan and modify the Warehouse Lender Identifier (Sort ID 650.1) after Form 1034E was built	you must manually rebuild Form 996E in Loan Selling Advisor using the Create/View Certification Forms function via the SETTLEMENTS menu. (When you reimport a different Warehouse Provider Identifier, the system automatically removes the loan from Form 996E and you must rebuild it.)
manually modify the Warehouse Lender Identifier (Sort ID 650.1) after Form 1034E was built	the system will automatically remove the loan from the original Form 996E and will automatically generate a revised Form 996E with the new Warehouse Lender Identifier (Sort ID 650.1)
manually deallocate a loan from a contract when Form 996E is built or recorded, or if a security wire is updated,	Form 996E must be rebuilt when you reallocate the loan to a different contract type, for example, Cash contract to Guarantor. However, if the loan is reallocated to the same contract type, for example, Cash to Cash, you do not have to rebuild the Form. (Applicable contract types for which the Form 996E will be retained include single issue and multi lender guarantor contracts.)

Finalize data

Check the following to ensure your Early Funding Loan-Level deliveries are complete:

1. All required loan data fields are complete and accurate.
2. Each loan contains the data point, Investor Feature Identifier (IFI) (Sort ID 368), H49, an exclusively required identifier for Early Funding loan-level transactions. If the IFI was missing when you first created the loan, you can add it by updating the XML file and re-import the data, manually modify the loan in the system and add the IFI, or use the "Assign Loan as Early Funding" function via the Loan Pipeline to assign the IFI to one or many loans. If you do not deliver the required Investor Feature Identifier, the loan may not fund in time.

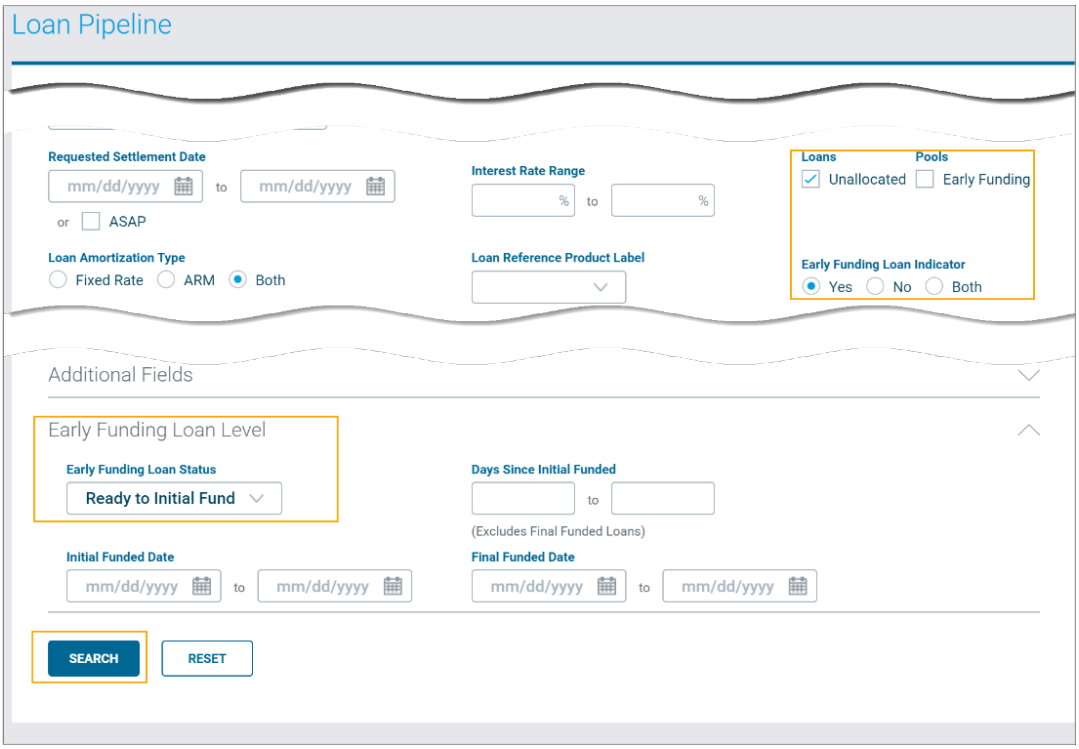
3. All loans are evaluated and all **critical edits are cleared before building Forms 1034E and Form 996E**. Loans can be evaluated at import or via the loan pipeline using the “evaluate” function. Remember, critical evaluation edits prevent loans from funding.
4. As you prepare your Early Funding loan-level transactions for delivery and finalization to Freddie Mac, be sure to refer to your Early Funding terms of business and Guide Chapter 6305, Warehouse Financing Arrangements.

Confirm Loan Status and Funding Information

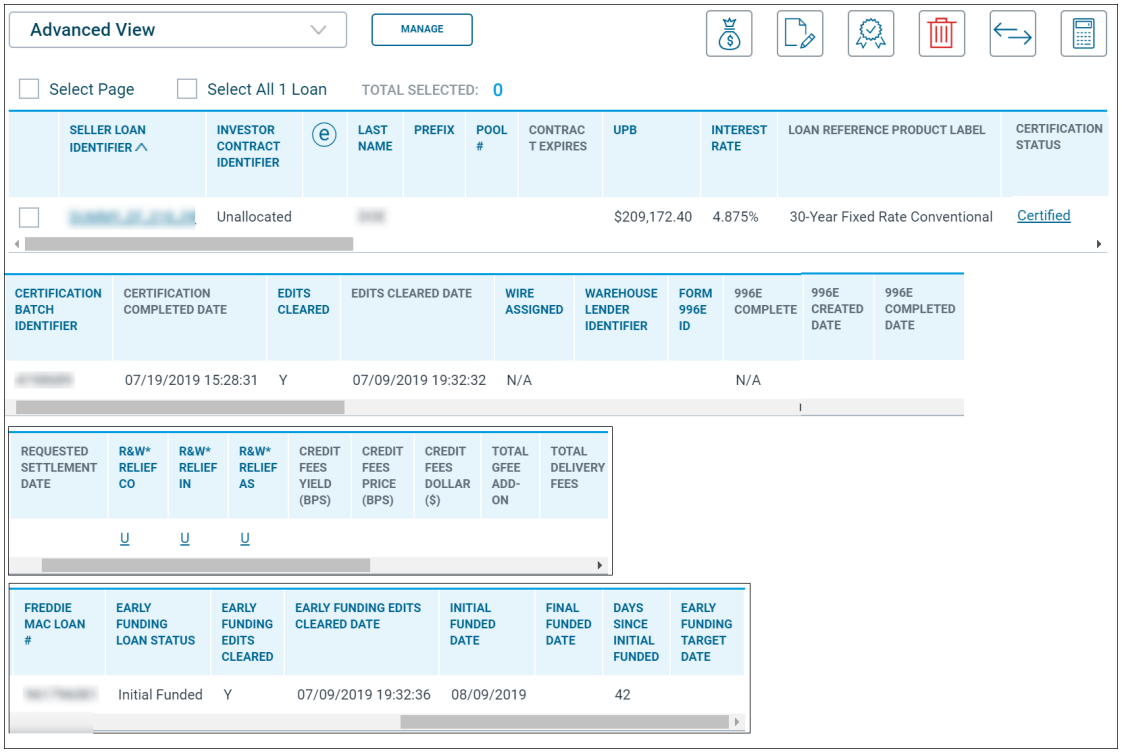
Be sure to monitor and review your early funding pipeline and status information. Use the loan pipeline to quickly and easily determine whether: a loan has been certified, the warehouse lender has released and recorded Form 996E, if the loan is ready for initial and/or final funding; thus, helping you manage your early funding loan and contract timelines.

Note: Loan data fields will be locked and fields such as the Loan Acquisition Scheduled UPB Amount (Sort ID 385), cannot be modified until the Early Funding status is “Ready to Initial Fund”.

1. From the Loan Pipeline page, search for loans by selecting the applicable loan criteria. You can search by the loan status of Certified or Early Funding Loan Status of Ready to Initial Fund, etc. Be sure to utilize the search values located in the Additional Fields and Early Funding Loan Level sections. After you have made your selections, click SEARCH.



2. The search results display. Notice the loan displays an Early Funding Loan Status of Ready to Initial Fund because the Edits are clear, the Note is Certified, the 996E is released and recorded by the Warehouse Lender and the loan is Conforming.



Early Funding Loan Level Capacity Summary

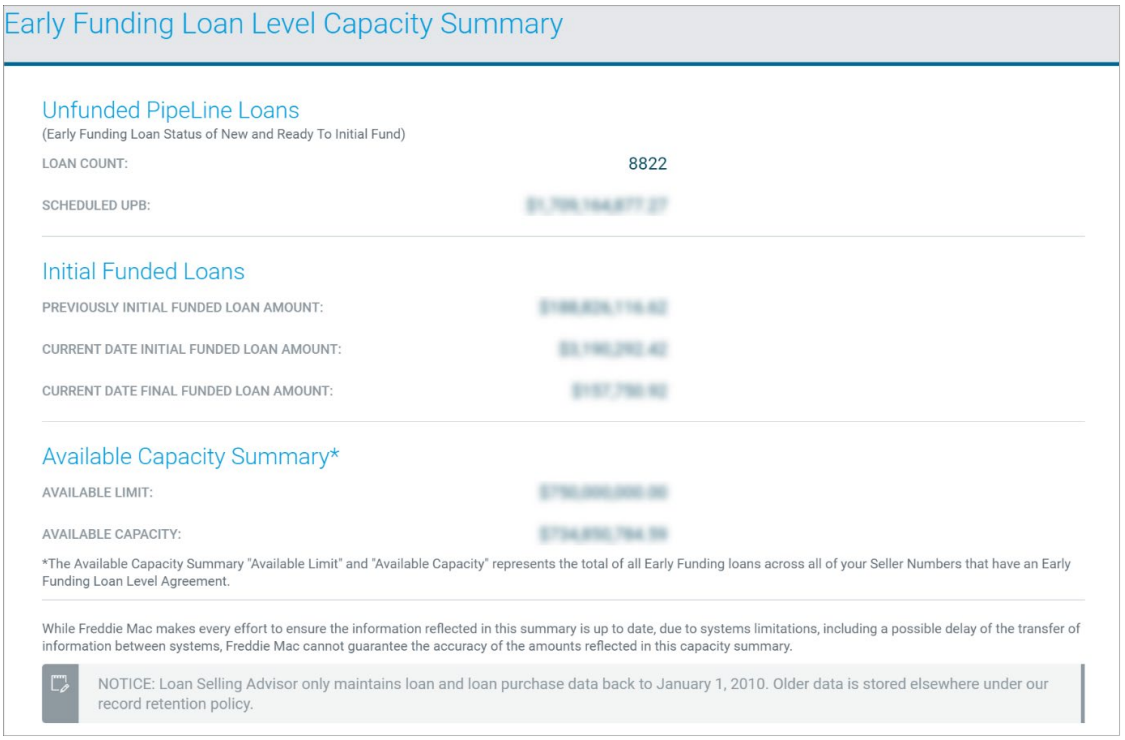
Access your Early Funding Loan Level Capacity Summary which contains total volume information. The summary includes:

- Unfunded Pipeline Loans in count and amount
- Initial Funded Loans
- Available Capacity Summary provides the available limit and available capacity

Follow the steps below to access the Early Funding Capacity Summary:

1. From the LOANS menu, click the Early Funding Capacity Summary

2. The Early Funding Loan-Level Capacity Summary page displays.



Note: The footnote of "*The Available Capacity Summary "Available Limit" and "Available Capacity" represents the total of all Early Funding Loans across all your Seller Numbers that have an Early Funding Loan-Level Agreement."

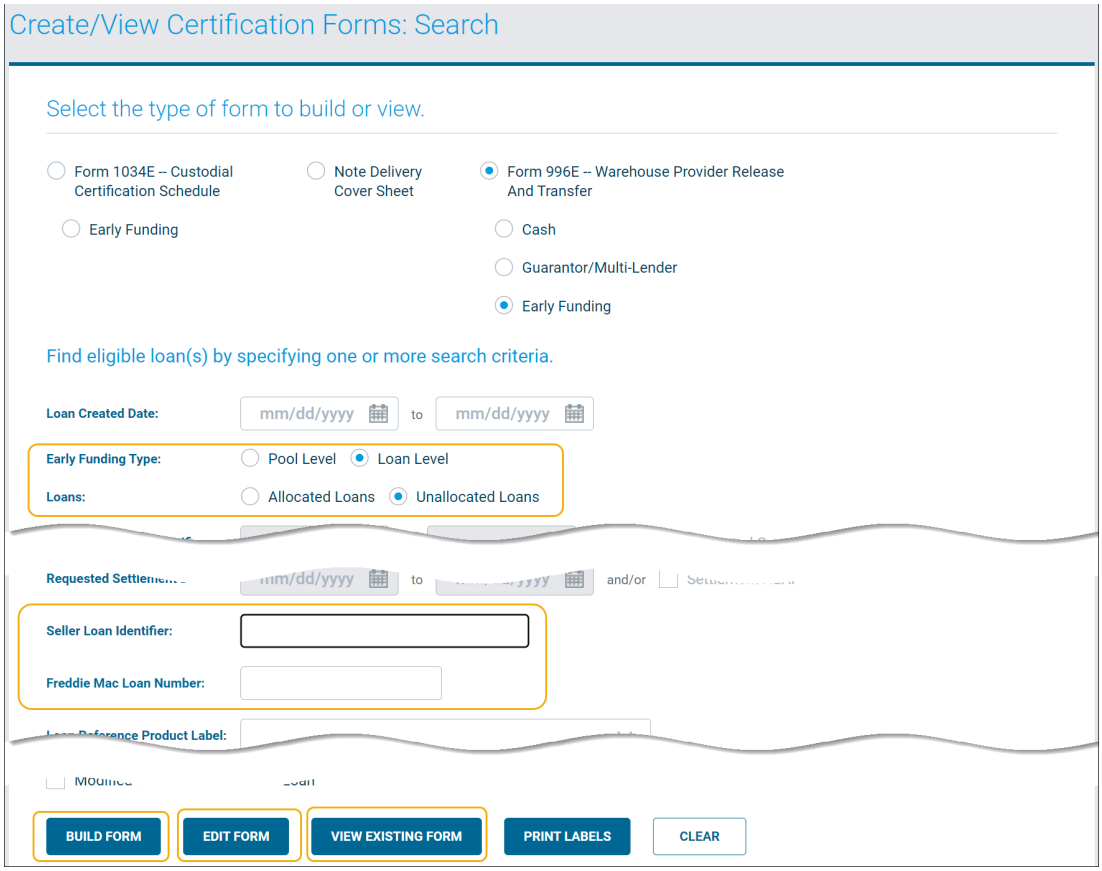
View, Edit or Build Forms

If you do not need to view, edit or manually build forms, skip this section and proceed to the next section, Export Data.

This section provides step-by-step instructions on how to manually remove loans from forms previous built. Loans must be removed from either form when edits cannot be cleared, or the loan cannot be certified.

Follow the steps below to remove a loan from **Form 1034E, *Custodial Certification Schedule or Form 996E***

1. From the **SETTLEMENTS** menu, click **Create/View Certification Forms**.
2. The Create/View Certification Forms: Search page displays.

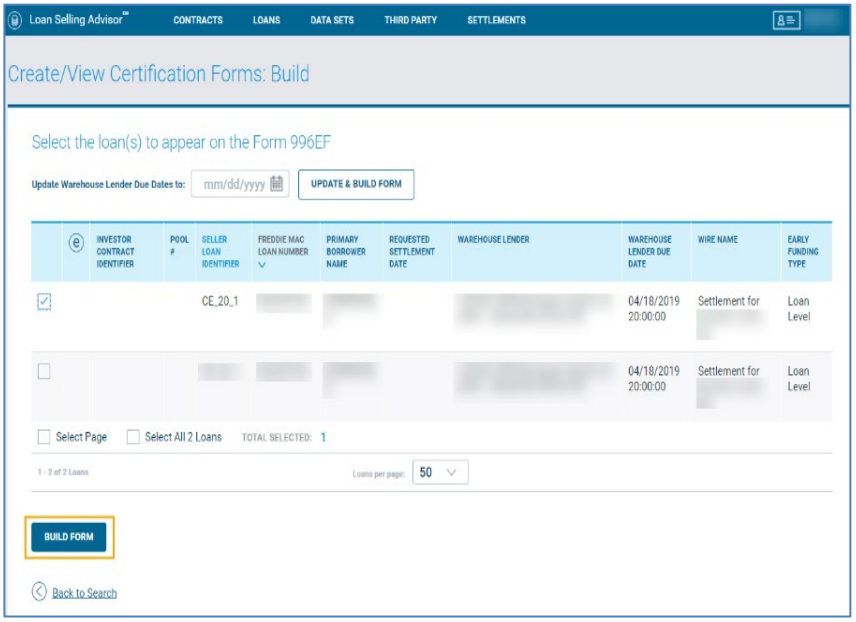
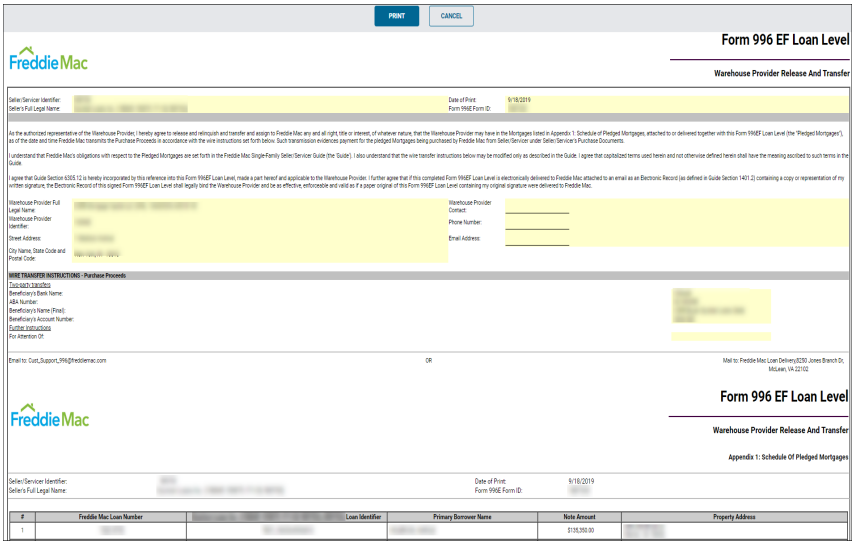


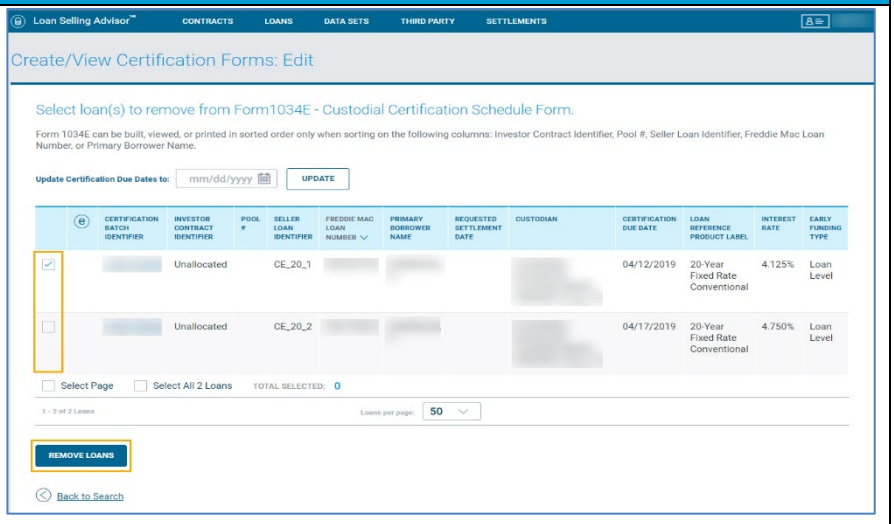
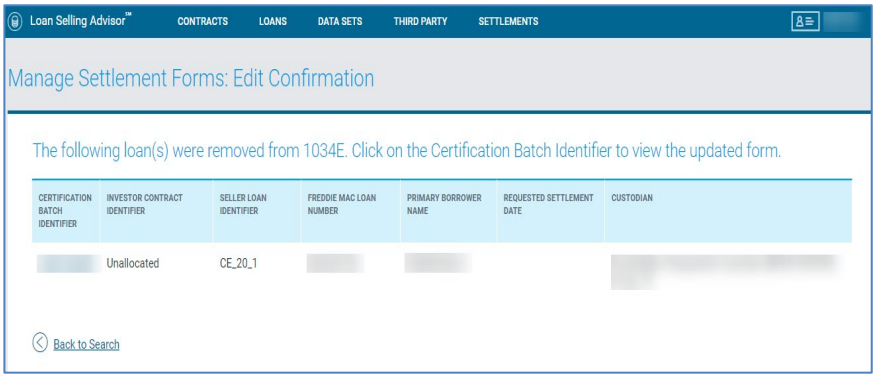
From this page, you can work with both Form 1034E and Form 996E. You will complete similar search criteria information regardless of which form you are working with; the exception is the Form number. Therefore, the search criteria steps for both forms are combined below:

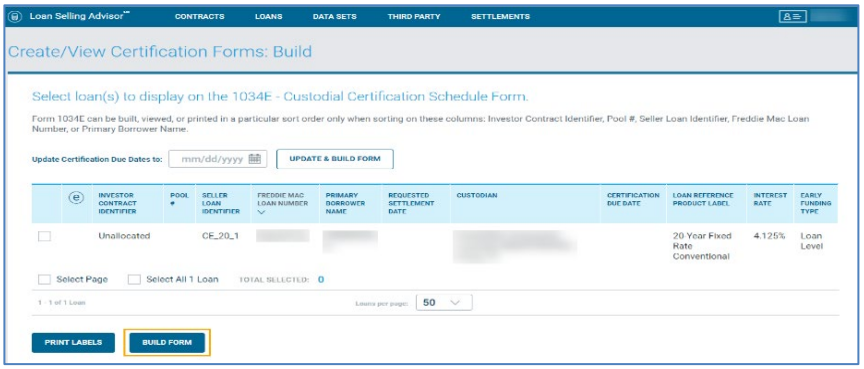
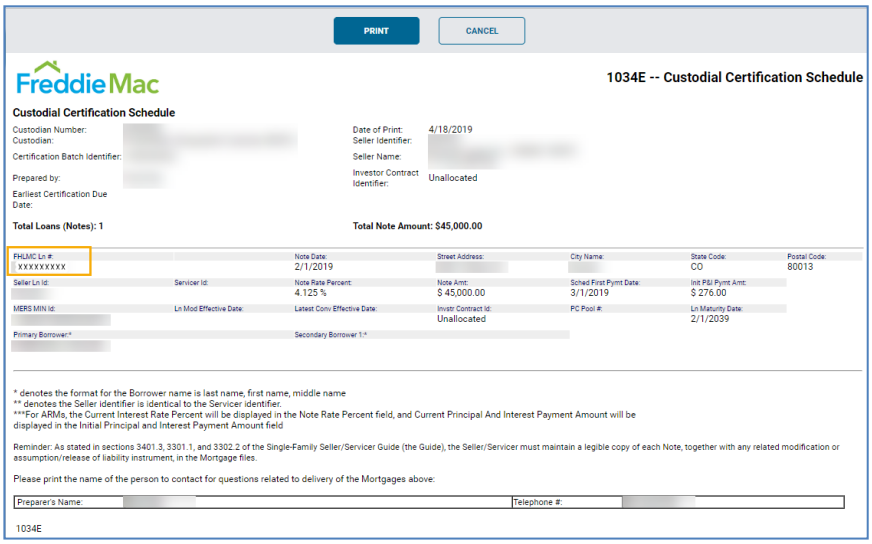
1. For Form 1034E, click Early Funding (displays directly underneath the Form 1034E – Custodial Certification Schedule)
2. Or for Form 996E, click Form 996E – Warehouse Provider Release and Transfer and click Early Funding
3. Click Early Funding Type of Loan Level
4. Click Loans of Unallocated Loans
5. Enter Seller Loan Identifier or Freddie Mac Loan Number

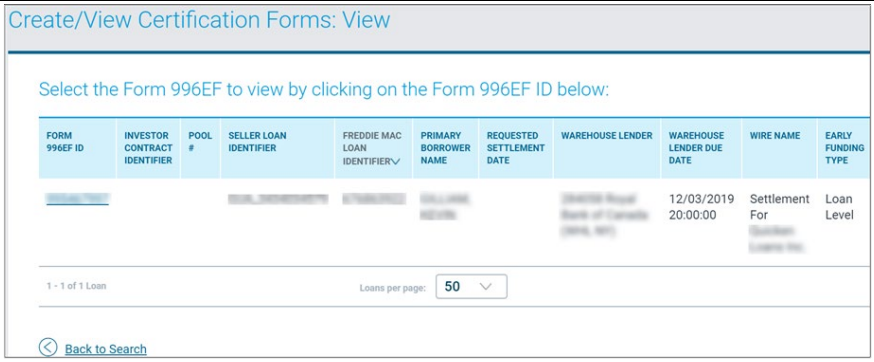
The table below describes the button/function names and how and when to use them. Use the table below to guide you through the steps.

What do you want to do?	Follow these steps
BUILD FORM (To Manually build Form 1034E or Form 996E)	1. Click **BUILD FORM**. 2. The Create/View Certification Forms: Build page displays. Select the loan you want to update by clicking the checkbox.

What do you want to do?	Follow these steps
	3. Click **BUILD FORM** (Example for Form 996E).  4. Form 1034E or Form 996E displays. (Example for Form 996E). 
EDIT FORM (To remove a loan from an existing form)	1. Click **EDIT FORM**. 2. The Create/View Certification Forms: Edit page displays. Select the loan you want to remove from the form by clicking the checkbox in the left column. 3. Click **REMOVE LOANS** (Example of Form 1034E).

What do you want to do?	Follow these steps
	 4. The Manage Settlement Forms: Edit Confirmation page displays, confirming the edit.  Click the Back to Search link to return to the **Create/View Certification Forms: Search** page.

What do you want to do?	Follow these steps
	5. Next, you must rebuild the form – the Custodian simultaneously receives the updated form. Enter your search criteria. Click **BUILD FORM**. The **Create/View Certification Forms: Build** page displays. Select the loan you want to update by clicking the checkbox in the left column and click **BUILD FORM.**  6. Form 1034E, *Custodial Certification Schedule*, displays with the nine-digit Freddie Mac loan number (**FHLMC Ln #**). You may print the form and retain for your records. 
VIEW EXISTING FORM (To view or print an existing form)	1. Click **VIEW EXISTING FORM**. 2. The Create/View Certification Forms: View page displays (Example Form 996E).

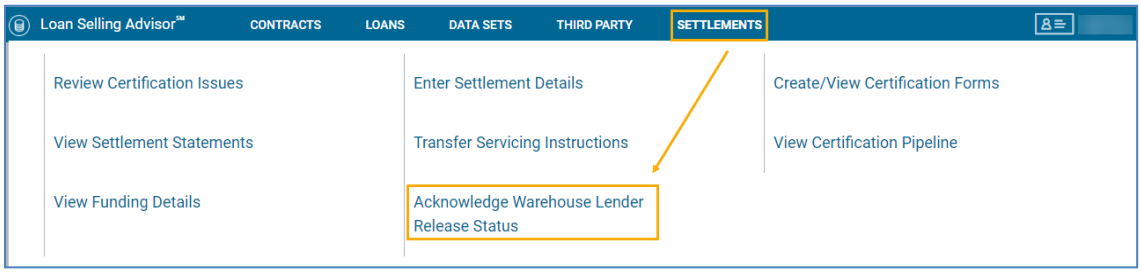
What do you want to do?	Follow these steps
	 3. Click the **Form 996EF ID number** (hyperlink). 4. Form 996EF displays. Click **PRINT** to print a paper copy of the form to retain for your records.

Acknowledge Warehouse Lender Rejected Loans

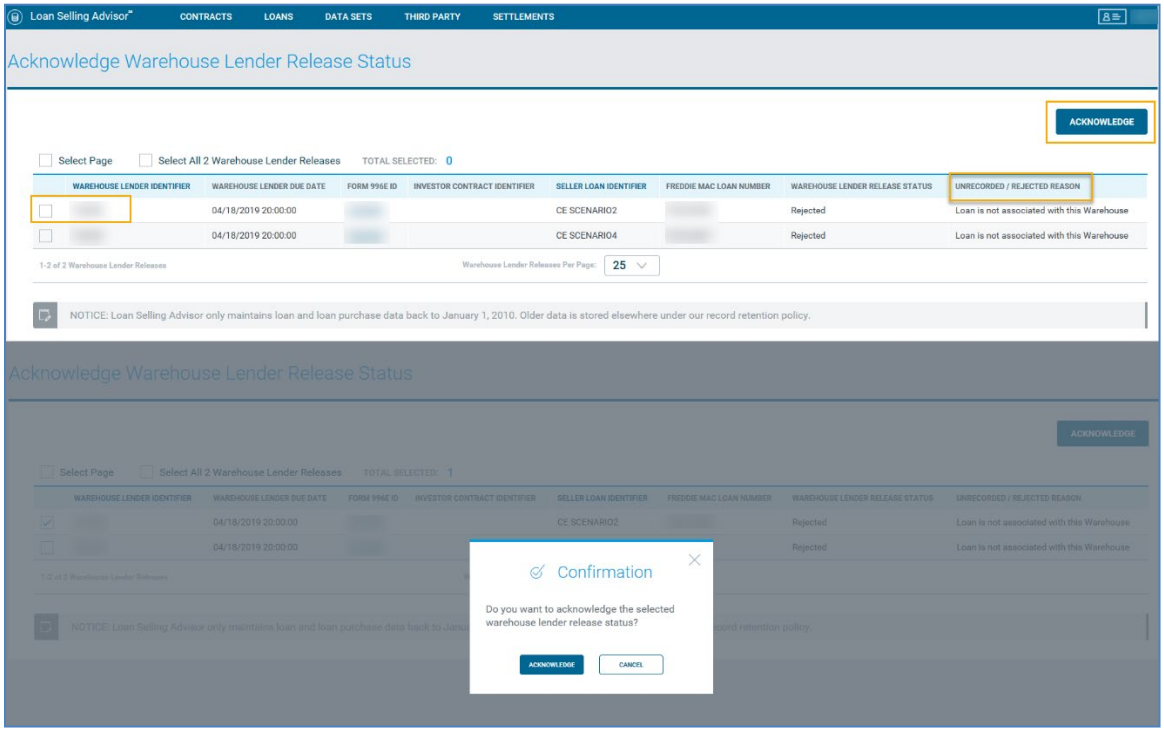
Be sure to communicate with your Warehouse Lender for updates on the status of the release and recording of Form 996E. The Warehouse Lender will notify you directly if a loan release is rejected or unrecorded by the Warehouse Lender. When this occurs, you must acknowledge the action in Loan Selling Advisor before removing the loan from Form 996E.

You may view the updated loan status and remove the loan from the Form 996E using these steps:

1. After receiving notice from the Warehouse Lender, from the main menu, select **SETTLEMENTS**, and click **Acknowledge Warehouse Lender Release Status**.



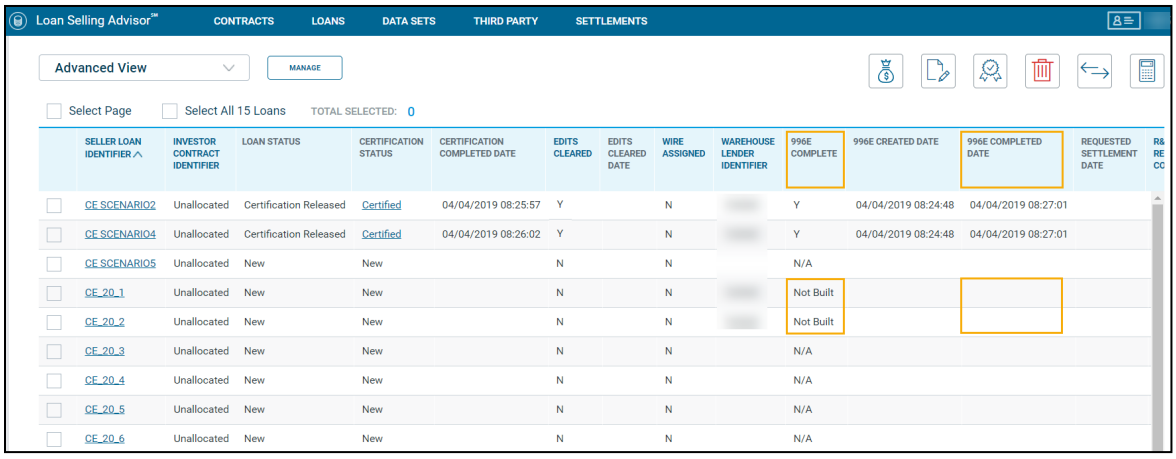
2. In the **Acknowledge Warehouse Lender Release Status** page, click **ACKNOWLEDGE**.



After you have acknowledged the rejection or unrecording of a loan, the Form 996E Build status in the Loan Pipeline will not change.

3. To update the Form 996E Build status, you must remove the loan from Form 996E.
See section Edit previously built Forms.

After removing the loan from Form 996E, return to the Loan Pipeline to view the updated status of **Not Built** under the **996E COMPLETE** column. You may now choose to return to the Modify Loan page and assign a new **Warehouse Lender Indicator** or change the Warehouse Lender Indicator to **False.**



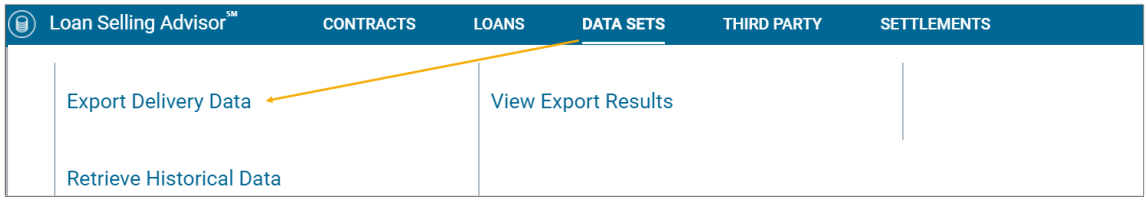
Note: When the Warehouse Lender rejects or unrecords its release of a loan, Form 996E is automatically updated with the total note amount representing the removal of the loan.

Export Data

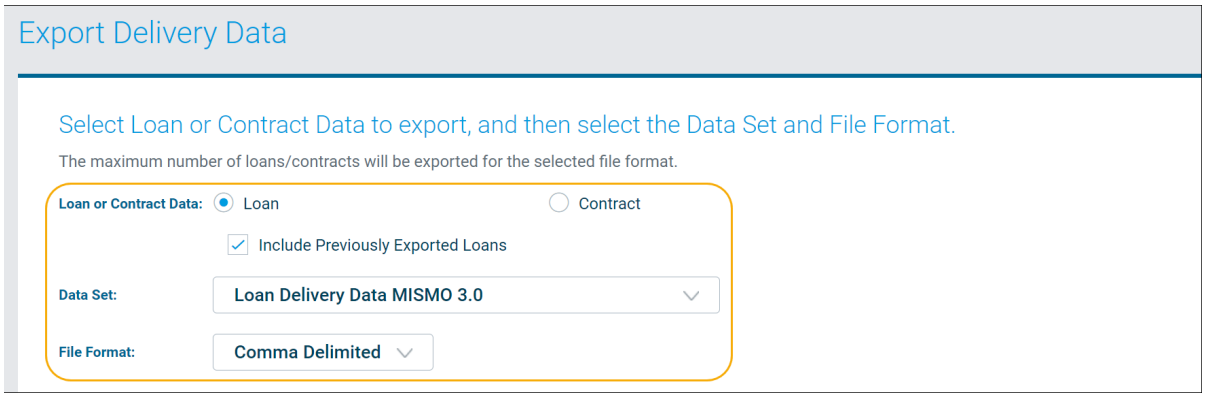
Exporting data for Early Funding loan-level transactions is an optional step. You may choose the data to export based on your business needs. Loan Selling Advisor lets you create custom data sets to export all data or only the information that is important to you.

Follow the steps below to export data:

1. From the Loan Selling Advisor Data Sets Menu, click Export Delivery Data.

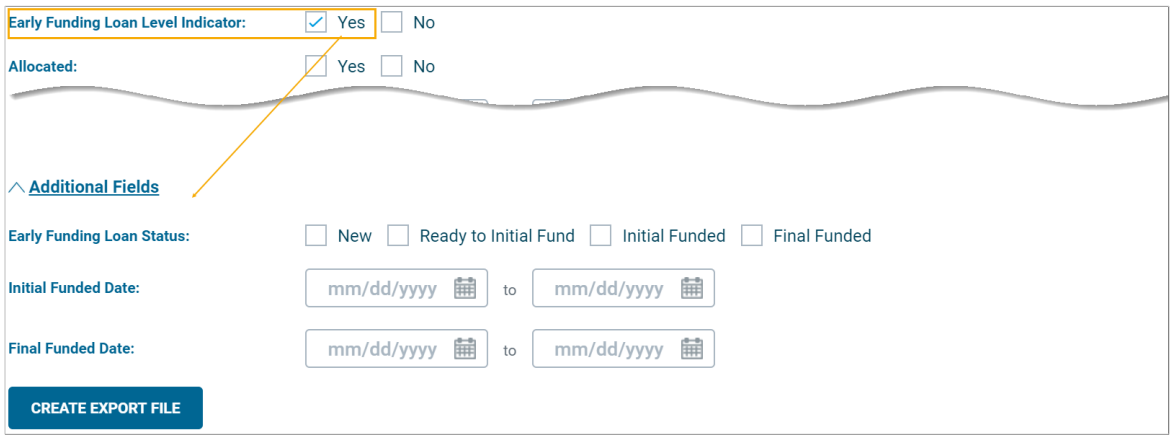


2. The Export Delivery Data page displays. For Early Funding loan-level transactions, click either the Loan or Contract Data radio buttons, (if applicable, check the Include Previously Exported Loans box), select a data set from the dropdown menu and a file format of CSV (XML formats cannot be customized.)



3. Search criteria varies and is based on the export of loan data or contract data. Complete the search criteria and click CREATE EXPORT File. The example below highlights the Early Funding-specific search fields.

Tip: Click the Early Funding Loan Level Indicator checkbox to access the additional search criteria for Early Funding transactions.



4. To learn how to create customized export reports, refer to the Export Data job aid to view step-by-step instructions or watch a video on how it's done. When creating a custom data set you will start with standard data such as Loan Delivery Data MISMO 3.0 data set and you will add or remove data fields utilizing the Summary Data MISMO 3.0 data set.

   When exporting data using a customized report, we recommend including data shown in the table below. These fields are available in the Summary MISMO 3.0 data set which contains every data field available for export when creating a customized export.

Data Field Name	Data Field Name
Seller Loan Identifier	Property Address Line Text
Warehouse Lender ABA Number	EF – Days Since Initial Funded
Warehouse Lender Address	EF – Early Funding Edits Cleared Flag
Warehouse Lender Beneficiary's Name	EF – Early Funding Loan Indicator
Warehouse Lender Beneficiary's Bank Name	EF – Early Funding Loan Status
Warehouse Lender City Name	EF – Early Funding Target Date
Warehouse Lender Due Date	EF – Estimated Loan Fee Amount for Loans Not Initial Funded
Warehouse Lender Identifier	EF – Final Funded Amount
Warehouse Lender Name	EF – Final Funded Date
Warehouse Lender Postal Code	EF – Initial Funded Amount
Warehouse Lender State Code	EF – Initial Funded Date

Also refer to the export specification *Implementation Guide for Loan Delivery Data*.

Resources

1. Click to access ULDD technical resources such as Appendix D (the specific file).
2. For more information on how to use the loan pipeline, search for loans, use functions/action buttons, manage and create custom views, complete column descriptions export the search results, access:
    - How to Use the Loan Pipeline (15-minute tutorial)
    - Loan Pipeline Action/Function Buttons (8-minute video)
    -
3. For additional assistance or questions, contact:
    - Early_Funding_Support@freddiemac.com
    - Early_Funding_Group@freddiemac.com.
    - Customer Support Contact Center (1-800-FREDDIE) for general questions and assistance.
    - Understand and Resolve Early Funding Error Messages.
    - Early Funding webpage, which provides access to job aids, FAQs, and more.

- Access Manager webpage, which provides access to Freddie Mac tools and applications.

This information is not a replacement or substitute for the requirements in the Freddie Mac *Single-Family Seller/Servicer Guide* and your other Purchase Documents.

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