: Ginnie Mae



ISSUER QUICK REFERENCE CARD

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This Quick Reference Card (QRC) is for Issuers who must submit their SCRA Eligibility and Reimbursement Requests to the Reporting and Feedback System (RFS) via File Upload. For a small number of uploads, Issuers may instead opt to manually enter and submit their SCRA Eligibility or Reimbursement Requests one at time by completing the online SCRA Loan Eligibility Information or Request Forms within the RFS SCRA Module.

Uploading SCRA Eligibility and Reimbursement Requests

- 1. Navigate to the MyGinnieMae Login Page.
- 2. Select Login in the upper right-hand corner.
- 3. Enter your Username and Password. Select LOGIN.



MyGinnieMae

4. Select **Tools** in the upper right-hand corner.



5. Select **File Upload** under Applications.



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6. Select File Type Service Members Civil Relief Act Files.

File Upload
Select File Type
Custodial Account Verification
Custodial Account Verification
Federal Home Loan Supplemental
HRA Files
Matching and Suspense file
MF Prepayment Penalty
PFI - CAA
Pool Accounting Files
Payment Default Files (Single Family)
Remittance Advice
Service Members Civil Relief Act Files 6
WHFIT Files
Supplemental Forbearance File

Uploading Eligibility Requests

7. Select your **Eligibility Request File** from your computer and then select **upload**.

Note: Eligibility (ELIG) request files should be in **.TXT** format.

File Upload	
Select File Type	
Service Members Civil Relief Act Files	~
File to upload	
Choose Files No file chosen	
Upload	

 Once the SCRA Eligibility Form is electronically submitted through the RFS SCRA module, you will receive a notice that it was successfully submitted. An SCRA Loan Eligibility Information PDF Form will be produced for download. Open the **PDF form**.

Congratulational You have successfully	submitted an SCRA Eligibility file
congratulations: rou nave successions	Submittee an Serve Englonity me.

The eligibility report file listed above should have been available for download when you submitted the eligibility. If you did not see a screen prompting you to download the report, or you were unable to download the report, please contact the Ginnie Mae Help Desk at (883)-GINNIE4 Option 3. Have this e-mail handy when you call.

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 Digitally or 'wet' sign the SCRA Loan Eligibility Information Form. Combine this form with the soldier's military orders and Loan Note.

Note: If Note date is after federal duty start date then provide a copy of the loan note with the military orders.

		GOVERNMENT NA	TIONAL MORTGA	GE ASSOCIATION	
X Origina Revised R	I Request	SCRA LOA	N ELIGIBILITY INF	ORMATION	
	Issuer ID: 4058	Report Date:	Report Name:	Elig_4058_250129_162644	.pdf
	Total Loans: 1	Report Time: 16:20	5:44 Data File Nam	no: Elig_4058_250129_1626	44.pdf
	Mortgagor Name	1	Loan key	Pool Number	
I hereby cert Servicement transmitted a Warning: HU 1010, 1012;	ify that I have verifie thers Civil Relief Act, as part of this reques JD will prosecute fails 31 U.S.C. 3729, 380	d and documented tha By Signing this staten I is true and accurate I e claims and statemer 2).	t the above borrower sent, I hereby certify t to the best of my known s. Conviction may r	is entitled to the interest rate fo that the information contained h whedge and belief, result in oriminal ancior olvil pen	rgiveness under the erein and electronically at 9 t001,
I hereby cert Servicement transmitted a Warning: HL 1010, 1012;	try that I have verifie bors Civil Relief Act, as part of this reques JD will prosecute fails 31 U.S.C. 3729, 380 By:	d and documented tha By Signing this staten It is true and accurate to e claims and statemer 2).	It the above borrower nent. I hereby certify to to the best of my knowns, Conviction may r	is entitled to the interest rate to that the internation contained h wiledge and belief, esuit in criminal ancier civil pen	rgiveness under the erein and electronically at 9 1001,
I hereby cert Servicement transmitted a Warning: HL 1010, 1012;	Ify that I have verifie bers Civil Relief Act. as part of this reques JD will prosecute fals 31 U.S.C. 3728, 380 By: (Authorithed Sign	d and documented the By Signing this staten It is true and accurate i e claims and statemen 2). nume)	t the above borrower nent, I hereby cortify to to the best of my kno nts, Conviction may r 	is entitled to the interest rate for that the information contained h wiedge and belief, esuit in criminal and/or civil pen esuit in criminal and/or civil pen e Number (include Area Dobe)	rgiveness under the erein and electronically at 9 toot.
I heroby cort Servicement transmitted a Wanning: HL 1010, 1012;	ify that I have vorifie bers CuH Relief Act. as part of this reques JD will prosecute fails 31 U.S.C. 3729, 380 By: (Authorized Signi (Printed Name an	d and documented that By Signing this state is true and accurate e claims and statemen 2), nume) d Trite)	t the above borrower nent, I hereby certify 1 to the best of my kno nts. Conviction may r nts. Conviction may r Telephon Date: 	is entitled to the interest rate for that the information contained h wiedge and belief, esuit in oriminal and/or ol/if pen esuit in oriminal and/or ol/if pen esuitor (include Area Dode)	rgiveness under the even and electronically at 9 root,
I hereby cert Servicement transmitted a Wanning: HL 1010, 1012; This request SCRA, 1919	Ify that I have vorifie bors Civil Robot Act, as part of this reques JD will prosecute fails 31 U.S.C. 3728, 350 By: (Authorited Sign (Printed Name an imust be received by N. Lynn Street, Arie	d and documented tha By Signing this stater is true and accurate to e claims and statemer 2), true arren d Title Government Nationa gron, VA 22209	t the above borrower nent. I hereby cortify it to the best of my kno nts. Conviction may r Telephon Date: I Mongage Associatio	is entitled to the interest rate fo that the information contained h wiedge and bell ef, esuit in oriminal and/or old pen esuit in oriminal and/or old pen esuit or old pender esuit of old pender n, oro Detoitte & Touche, LLP /	my veness under the even and electronically 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
I hereby cert Servicement transmitted a Wanning: HL 1010, 1012: This request SCRA. 1919	Ify that I have verified factors and the second factor of this requests as part of this requests to will proceed to this sequence of the second factors of	d and documented tha By Signing this stater is true and accurate to e claims and statemer 2), arren d Title) Government Nationa gron, VA 22209	t the above borrower merit. I hereby confly in the best of my kno ets. Conviction may <i>r</i> —	is entitled to the interest rate fo that the information contained h wedge and bell ef, usuit in oriminal and/or old pen e Number (include Area Dole) on, oto Detoitte & Touche, LLP A	nyveness under the even and electronically 0 1007, tcos, tro: Gintle Mae -

- 10. Repeat **Steps 1-6** and choose the **PDF** file from your computer. The **PDF** should contain the following:
 - Signed SCRA Eligibility Information Form
 - Soldier's Military Orders
 - Loan Note

Select Upload.

Note: If Note date is after federal duty start date then provide a copy of the loan note with the military orders

File Upload	
Select File Type	
Service Members Civil Relief Act Files	~
File to upload	
Choose Files No file chosen	
Upload 10	



Reimbursement Requests

11. Select your Reimbursment Request File from your computer and then select upload.

Note: Eligibility (ELIG) request files should be in .TXT format.

File Upload	
Select File Type	
Service Members Civil Relief Act Files	~
File to upload	
Choose Files No file chosen	
Upload	

12. Once the SCRA Reimbursement Form is electronically submitted through the RFS SCRA module, you will receive a notice that it was successfully submitted. An SCRA Reimbursement Request PDF Form will be produced for download. Open the PDF form.

Congratulations! You have successfully submitted an SCRA Eligibility file.

The eligibility report file listed above should have been available for download when you submitted the eligibility. If you did not see a screen prompting you to download the report, or you were unable to download the report, please contact the Ginnie Mae Help Desk at (888)-GINNIE4 Option 3. Have this e-mail handy when you call.

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13. Digitally or 'wet' sign the SCRA Reimbursement Request Form. Save the file to your computer.

	U.S. DEPARTMENT OF HOUSING A GOVERNMENT NATIONAL MO	ND URBAN DEVELOPMENT RTGAGE ASSOCIATION	
Original Request			
Revised Request	SCRA QUARTERLY REIMBL	RSEMENT REQUEST	
		Quarter Ending:09/2024	
Issuer Number:			
Issuer Contact Name:			
Telephone Number:			
	Total Submitted Reimbursements		
	Grand Total		
	File Name		
I hereby certify that I have verified an	nd documented that the above borrower is entitled to the inter	est rate forgiveness under the Servicemembers Civil Relief Act. By Signing this	
Warning: HUD will prosecute false cl	formation contained herein and electronically transmitted as laims and statements. Conviction may result in criminal and/	part of this request is true and accurate to the best of my knowledge and belief. or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).	
Ву.		12	
(Authorized Signature)		Telephone Number (include Area Code)	
Print d Marca and Tale 1		(Pr. 1.)	
(Printed Name and Title)		(Uare)	
This request must be received by Go	evenment National Mortgage Association, o/o Deloitte & Tou	the LLP Attn: Ginnie Mae - SCRA, 1919 N. Lynn Street, Arlington, VA 22209	
Page 2 of 2		Dans Total 6	
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			0.00



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14. Repeat Steps 1-6 and select the signed Reimbursement Request Form from your computer:

Select Upload.

File Upload	
Select File Type	
Service Members Civil Relief Act Files	~
File to upload	
Choose Files No file chosen	
14 Upload	

15. Once PDF documents are received in the upload repository, requests will be reviewed.

SCRA Import File Naming Conventions & Tips

- ELIGxxxx.9999.txt Eligibility request data via TEXT file. •
- **REIMxxxx.9999.txt** Reimbursement request data via TEXT file. The associated eligibility request must be approved prior to submitting a reimbursement request.
- SCRAMAIL_9999.pdf Designation for all documentation uploads via PDF file; SCRA Loan Eligibility • Information cover sheets/military orders/mortgage Notes/etc. This is also the naming convention for reimbursement form uploads.
- xxxx = MMDD (month date)
- 9999 = Issuer number
- ELIG and SCRAMAIL files may be uploaded any time during the year. REIM files should only be uploaded between the 1st and 10th calendar days of February, May, August, and November.
- SCRA information may be found in the Ginnie Mae MBS Guide, Chapter 34, Part 3.
- For more information regarding the SCRA Eligibility and Reimbursement process, please see the SCRA . User Guide, which is available for download in the SCRA module. You may find Import File Formats information in the RFS SCRA User Guide, Section 12.3 - Import File Formats.
- The RFS SCRA User Guide is available for download in the User Guide tab of the SCRA module.
- Reach out to askGinnieMae@hud.gov for additional guidance.