

Monthly Investor Reporting Workflow – Multifamily 2022

Timeline	Workflow Item	Workflow Reporting Item Description
25 th CD	RFS Opens	➤ RFS “Opens” for reporting on 25 th of the month (Opens 8/25 for August Report Period).
1 st CD AM	RFS File Processing	➤ Processing of RFS Pool/Loan File submission begins 1 st CD AM (For example, September Report Period begins processing 10/1). RFS is updated as files are processed. Files are processed automatically upon receipt in order received.
1 st BD-Ongoing	RFS Feedback	➤ RFS Feedback automatic upon receipt of Issuer’s data. RFS is updated as files are processed.
2 nd BD	Monthly Reporting Due	➤ Per Ginnie Mae policy, 100% of RPBs and Pool/Loan data must be reported 2 nd BD by Close of Business (7:00 PM ET).
2 nd BD	Security RPB Release to CPTA (BNY)	➤ RFS processes Issuer reported data as of 7:00 PM ET for preliminary release of Security RPBs. The Security RPBs reported on the RFS “P” (pool) record or reported on-line are released to Ginnie Mae’s central paying agent (BNY) NLT 8:00 PM ET. Issuer reporting must be done prior to 7:00 PM ET or may miss the RPB release.
3 rd BD AM	Preliminary Pre-Collection Notices	➤ Pre-Collection Notices – posted 3 rd BD AM based on 2 nd BD RPB release to BNY. Pre-Collection Notice is based on the Issuer reported security RPBs released by RFS on the 2 nd BD.
4 th BD	RFS Error and Critical Exceptions	➤ RFS exceptions that are designated as Errors (“E”) and Critical (“C”) and are related to the pool and loan record Must Be Corrected no later than 7:00 PM ET on the 4 th BD.
4 th BD	Security RPB Release to CPTA (BNY)	➤ RFS processes Issuer reported data as of 7:00 PM ET for final release of Security RPBs. The Security RPBs reported on the RFS “P” (pool) record or reported on-line are released to Ginnie Mae’s central paying agent (BNY) NLT 8:00 PM ET for factor and payment processing. Issuer reporting must be completed prior to 7:00 PM ET.
4 th BD	Prepayment Penalty	➤ Issuer Prepayment Penalty data must be reported through RFS by the 4 th BD; Close of Business (7:00 PM ET). Issuers can begin reporting on 1 st BD.
5 th BD	RFS Loan Matching	➤ RFS Loan Matching runs the 5 th BD. Exceptions and Download Files are available on RFS for Issuer download on the 6 th BD. Corrections are processed upon receipt. Matching runs three times per month.
6 th BD	Final Collection Notices	➤ Final Collection Notices – posted 6 th BD AM based on the 4 th BD final RPBs. Final Collection Notice is based on the Issuer reported security RPBs released by RFS on the 4 th BD.
10 th BD	Monthly Report Certification	➤ Monthly Reporting Certification (online in RFS) must be completed using MGM/RFS between the 10 th BD and the 14 th BD by 7:00 PM ET.
10 th BD	RFS Error, High, Medium and Low Exceptions	➤ RFS exceptions that are designated High (“H”), Medium (“M”) and Low (“L”) should be corrected by the 10 th BD. This includes all records: Pool, Loan, Sensitive and Various.
10 th BD	RFS Loan Matching	➤ RFS Loan Matching runs the 10 th BD. Exceptions and Download Files are available on RFS for Issuer download on the 11 th BD. Corrections are processed upon receipt. Matching runs three times per month.
10 th BD	RFS Loan Matching Suspense	➤ RFS Loan Matching “Suspense” – Issuers will be notified via e-Notification on the 10 th BD if they have loan matching suspense records. Responses are due no later than the second to last BD of the month.
After 10 th BD	RFS Loan Matching Corrections	➤ Loan Matching corrections updated in RFS after the 10 th BD are posted to RFS database but will be processed during Loan Matching the following month on the 5 th BD.
10 th CD	G-Fee Draft	➤ G-Fee Draft: Ginnie I
15 th CD	ACH Draft	➤ P&I Draft: Ginnie I ➤ Issuer funds P&I “Disbursement” Account (ACH Account drafted by BNY) prior to 7:00 AM ET on the 15 th CD of each month.
Before Close 24 th /25 th CD	RFS Loan Matching Final	➤ A third match is available to download before close for the reporting period (around the 25 th CD). This is the final matching run for the month.
24 th /25 th CD	RFS Close	➤ RFS closes for the current reporting month on the 24 th /25 th of the month. No corrections can be made after this date.
2 nd to Last BD Month	Loan Match Suspense Posted	➤ By 9 AM second to last BD, Suspense updates are completed in RFS by Operations (Issuers must submit the update items based on 10 th BD report).
Monthly	Each Month	➤ P&I Custodial Accounts – Reconcile accounts within 30 days of the previous month’s cut-off date. ➤ T&I Custodial Accounts – Reconcile accounts within 30 days of the previous month’s cut-off date. ➤ Test of Expected P&I – Required calculation performed on all pools each month. Shortages funded by Issuer. ➤ Pool to Security Reconciliation – Required calculation performed on all pools each month. For under-collateralized pools, principal must be passed through to the security holders.
Quarterly	Per Guide	➤ Custodial Accounts Verification – report submission due between the 6 th and 15 th BD of March, June, September and December. Enter the data in MGM/RFS (MBS Guide Chapter 16). ➤ WHFIT information, determined by Issuer, is due by the 10 th CD of January, April, July and October. Corrections due by the 15 th CD of the month.
Annual	Per Guide	➤ Annual Reporting of Financial Statements – Upload to MGM IPA. Due 90 Days after close of Issuer Fiscal Year. ➤ Master Agreements due by December 31 st via MGM/RFS. ➤ MWX Issuer Detail Report posted to e-Notification after Fiscal Year.