

## CHAPTER 17: POOL, LOAN PACKAGE AND LOAN ACCOUNTING AND REPORTING

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### 17-1: OVERVIEW OF CHAPTER

This chapter describes the monthly accounting and reporting requirements for approved Single Family, Multifamily and Manufactured Housing Issuers. It explains how the Issuer's monthly reporting cut-off date is determined, and identifies the reporting methods available to the Issuer community. In addition, this chapter describes Issuer obligations for all attendant document retention and reconciliation procedures.

### 17-2: ACCOUNT AND RECORD MAINTENANCE

Monthly accounting and reporting requirements for approved HMBS Issuers can be found in Chapter 35.

All accounts and records relating to the pooled mortgages and securities must be maintained in accordance with sound accounting practices, and in a manner that will permit Ginnie Mae or its representatives to examine and audit them at any reasonable time.

### 17-3: MONTHLY REPORTING CUT-OFF DATE

Each Issuer must establish a monthly reporting cut-off date for purposes of making payments to security holders, for reporting to Ginnie Mae's Reporting and Feedback System (RFS), which includes the Remaining Principal Balances (RPB), and for discharging its accounting responsibilities as stated in this chapter. Upon acceptance into the Ginnie Mae program, Issuers are required to select a cut-off date and are expected to apply this date consistently. The monthly reporting cut-off date must be between the 25<sup>th</sup> of the month and the first business day of the following month. Once established, this cut-off date will apply to all of the Issuer's pools and loan packages. As noted, the stated cut-off date must be utilized consistently, and may not be changed without the prior written approval of Ginnie Mae's Office of Issuer & Portfolio Management (see Addresses). If, for instance, an Issuer were to establish the first day of the month as its monthly reporting cut-off date, and then fail to report to RFS, including RPBs, in a timely fashion, Ginnie Mae may require the Issuer to establish an earlier monthly reporting cut-off date.

The period beginning the day after a monthly reporting cut-off date and continuing through the next monthly reporting cut-off date is referred to in this Guide as either the "reporting month" or "monthly reporting period."

### 17-4: MONTHLY REPORTING REQUIREMENTS

Each Issuer must execute and submit an Electronic Data Interchange System Agreement which must be received and acknowledged by the Ginnie<sup>NET</sup> Customer Service unit (see Addresses) prior to submitting monthly pool and loan level data. The Agreement can be found in Appendix III-13.

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Each Issuer must report pool and loan level data, including RPBs on a monthly basis for each of its pools and loan packages, regardless of type, in accordance with the Reporting and Feedback System (RFS) Issuer Monthly Report of Pool and Loan Data (Appendix VI-19).

The monthly reporting of pool and loan data is due by 7:00 pm (Eastern Time) on the 2<sup>nd</sup> business day of the month and the correction of critical RFS exceptions that are designated as Errors (“E”) and Critical (“C”) and are related to the pool and loan record must be made no later than 7:00 pm (Eastern Time) on the 4<sup>th</sup> business day. RFS exceptions that are designated High (“H”), Medium (“M”) and Low (“L”) should be corrected by the 10<sup>th</sup> business day. All other corrections to Monthly Report of Pool and Loan Data must be submitted no later than 7:00 pm (Eastern Time) on the 10<sup>th</sup> business day of each month. All RFS exceptions are identified and described in Appendix VI-19.

Note: All RFS exceptions related to RPB reporting are designated as Errors (“E”) or Critical (“C”) and must be corrected by 7:00PM (Eastern Time) on the 4<sup>th</sup> Business Day.

Any time an Issuer makes a change to how it performs its servicing responsibilities (See Section 21-7), including a change to reporting systems, it is required to go through a testing process to ensure that it remains able to submit data to RFS.

Any questions regarding the RFS testing process should be directed to the Issuer Support Group (see Summary of Addresses).

The Issuer must submit monthly data utilizing the Ginnie Mae Enterprise Portal (GMEP). The Issuer may use direct data entry, file upload (HTTPS) or a Secure File Transfer Protocol (SFTP). Additional instructions on submission methods can be found in Appendix VI-19, which provides technical guidance and record layout specifications for the submission of monthly pool and loan data. If an Issuer fails to comply with these requirements, and that failure results in the repeated rejections of the Issuer’s reports, Ginnie Mae may apply program sanctions against the Issuer until compliance is obtained.

The Issuer must also transmit the Monthly Summary Report, form HUD 11710-D (Appendix VI-5) and any revisions to the report electronically, using GinnieNET no later than the 4<sup>th</sup> business day of the month following the month covered in the report.

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When transmitting the HUD-11710-D, each Issuer must include its pre-assigned 10-digit RPB Report Identification Number (RIN) which consists of four parts:

- (A) The Ginnie Mae identification number, which is the same for all Issuers: 0783;
- (B) The 4-digit Issuer Identification Number assigned by Ginnie Mae;
- (C) The letter “A”, which is the designation for Ginnie Mae I MBS reports, or the letter “B”, which is the designation for Ginnie Mae II MBS reports; and
- (D) A computer check digit provided by the CPTA.

Any supplemental reports or explanations (not including the quarterly certification described in Section 16-8) that were previously submitted must be retained by the Issuer for review by Ginnie Mae or its agents.

Additional or alternative reports, if any, that are required in connection with a particular pool or loan package type, are described in Chapters 24 through 32.

All required supporting documentation must be maintained by the Issuer. The Issuer must, at all times, be able to produce hard copy reports at the request of Ginnie Mae or its agents.

### ***(A) Submission of Corrected Monthly Accounting Data***

Corrections are submitted in accordance with the specifications in Appendix VI-19, via the RFS module.

- (1) Corrections can be made using one of three submission methods identified in Appendix VI-19, direct data entry, HTTPS or SFTP.
- (2) Corrections of critical RFS exceptions that are designated as Errors (“E”) and Critical (“C”) and are related to the pool and loan record must be made no later than 7:00 pm (Eastern Time) on the 4<sup>th</sup> business day. RFS exceptions that are designated High (“H”), Medium (“M”) and Low (“L”) should be corrected by the 10<sup>th</sup> business day. All other corrections to Monthly Report of Pool and Loan Data must be submitted no later than 7:00 pm (Eastern Time) on the 10<sup>th</sup> business day of each month

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- (3) If the Issuer's corrections result in a change to the program summary data the Issuer must submit a corrected form HUD 11710-D through GinnieNET no later than the 4<sup>th</sup> business day.

### ***(B) Calculations***

Issuers are required to maintain and make available upon request by Ginnie Mae, the HUD 11710A or equivalent monthly summary for each pool. Appendix VI-04 provides the context and explanations for the calculations that are performed in RFS and that are related to the HUD 11710-A. The RFS Pool Activity Screen provides a link to the RFS calculated HUD 11710-A (fascimilie) so that the issuer can view the RFS calculations. However, the RFS screen is not a substitute for the requirement that issuers must maintain and make available the HUD 11710-A or equivalent.

### ***(C) Reporting Buydown Funds***

Funds due from a provider of buydown funds must be accounted for as if they were due from the mortgagor. These receipts must be aggregated with receipts from the mortgagor.

### ***(D) Reporting Differing Mortgage Interest Rates***

When loans with different face interest rates are included in a single pool or loan package, the Issuer must use the "weighted average interest rate." The calculation of weighted average interest rate is provided in Appendix VI-04