

# **Entering Data in Form 582 for Notification of Assignment Letter**

June 2018

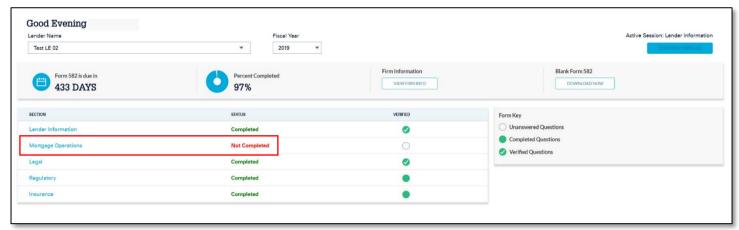
Customers are required to provide Fannie Mae with the Servicer Information for each 9-digit Servicer Number. This information will be included in the Notice of Assignment Letter that the borrower will use to contact the servicer of the mortgage loan.

- If your organization is using a Subservicer, the servicer name, address and phone number will belong to the Subservicer.
- The e-mail address that is provided will only be used by Fannie Mae to contact the indicated servicer and will not be included in the borrower notice.

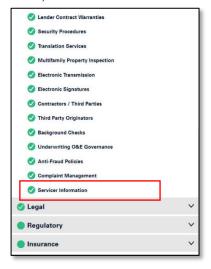
### **To provide Servicer Information:**

Log in to Form 582, Lender Record Information application.

On the Home Screen, select Mortgage Operations.



Then, scroll down and select **Servicer Information**.







Click to view on-screen help.

Click the pencil icon digit Servicer #.

and then scroll to the bottom of the screen to edit the information displayed for a 9-

For each 9-digit Seller #, select the Servicing Type:

- In House or,
- Subserviced

If Subserviced is selected, enter the **Subservicer's 5-digit Seller/Servicer Number**.

Enter the Address, Telephone number and Email address for the In House or Subservicer.

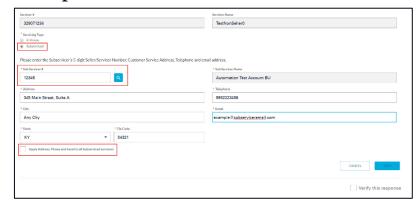
Select the **checkbox** to apply the information to all 9-digit Servicer #s with the same Servicing Type.

#### Click Save.

Repeat the process for all 9-digit Servicer #s.

When you have completed this section, please click **Verify this response**.

## **Example: Subserviced**



## **Example: In House**

