



Fannie Mae®

Lender Record Information Form 582

Quick Reference Guide

Roles in Your Organization - Ownership Interest - Contact Verification

November 2018



Overview

The following Quick Reference Guide provides a high-level overview of the changes made to pages in the **Lender Information** section of the Lender Record Information Form 582.

- Replaced the **Contacts Information** page with the **Roles in Your Organization** page, which shows the list of requested roles (Chief Executive Officer/President, Chief Risk Officer, etc.). You can assign multiple contacts to each role and a contact may be assigned to multiple roles. You may select contacts that already exist in our database or create new contacts as needed.
- Updated the **Ownership Interest** page to make it easier to identify and report individuals and firms with Ownership Interest along with their respective ownership percentage(s).
- Added the **Contacts Verification** page where you can review and update information (title, email, address, etc.) for the contacts assigned on the **Roles in Your Organization** page and the individuals listed on the **Ownership Interest** page.



Roles in Your Organization

1. After logging in, select the **Lender Information** section from the left navigation menu. Here you will find the new **Roles in Your Organization** page, which replaces the previous **Contact Information** page.

Note: You must assign contacts to the five mandatory roles marked with the **red** asterisk.

The screenshot shows the Fannie Mae Form 582 interface. The left navigation menu is titled 'Form 582 FY 2017 Section Breakdown' and lists various sections. 'Lender Information' and 'Roles in Your Organization' are highlighted with a red dashed box. The main content area is titled 'Roles in Your Organization' and contains a list of roles. Each role has a dropdown arrow, a red asterisk indicating it is mandatory, and two buttons: '+ Existing Contact' and '+ New Contact'. The roles listed are: Chief Executive Officer/President, Chief Risk Officer, Head of Technology, Fidelity Bond, Errors & Omissions (FBE), Form 582 Submitter, Head of Secondary Marketing, and Head of Underwriting.

Select the Lender Information section and the Roles in Your Organization page

2. Click on each role to expand the section and view the contacts currently assigned to the role.

Note: The contacts displayed are based on information from various sources, including contacts reported in the previous year's Form 582, conversations with the Relationship Manager, etc.

Note: Multiple contacts can be assigned to a single role and a single contact can be assigned to multiple roles.

The screenshot shows the expanded 'Roles in Your Organization' section. The 'Chief Executive Officer/President' role is expanded, showing a table of assigned contacts. The table has columns for NAME, TITLE, EMAIL, and ASSIGN. Two contacts are listed: Mary Smith (CEO) and Bob Jones (President). Below the table are buttons for '+ Existing Contact' and '+ New Contact' for each role.

NAME	TITLE	EMAIL	ASSIGN
Mary Smith	CEO	msmith@dpbank.com	<input checked="" type="checkbox"/>
Bob Jones	President	bob.jones@dpbank.com	<input checked="" type="checkbox"/>

Expand the role section to view the contacts assigned to the role



3. To assign a contact to a role, click the **+ Existing Contact** button to search contacts already in the system.

Click in the search box to display and scroll through the list of contacts or start typing a name to narrow the list of contacts. Click the contact to assign to the role.

Note: You may see similar or duplicate contacts in the list, but select the one that looks most correct. You will be able to edit title, phone, email, and address on the upcoming **Contact Verification** page.

NAME	TITLE	EMAIL	ASSIGN
Search: Rach			
Search: "Rach"			
Rachel Hines	President	rhines@dpbank.com	<input checked="" type="checkbox"/>
Rachel Morris	Secondary Markets	rmorris@dpbank.com	<input checked="" type="checkbox"/>

Search for Existing Contacts

4. Contacts assigned to a role can be unassigned by clicking the toggle button under the **Assign** column.

Note: Once you navigate away from the screen, the contact you unassigned will be removed from the role list.

NAME	TITLE	EMAIL	ASSIGN
Rachel Hines	President	rhines@dpbank.com	<input checked="" type="checkbox"/>
Bob Jones	President	bob.jones@dpbank.com	<input type="checkbox"/>
Mary Smith	CEO	msmith@dpbank.com	<input type="checkbox"/>

Unassign contacts assigned to a role



5. If you do not see the contact you are looking for when searching +Existing Contact, click the **New Contact** button to create a new contact.

^ * Chief Executive Officer/President 1				
			+ Existing Contact	New Contact
NAME	TITLE	EMAIL	ASSIGN	
Rachel Hines	President	rhines@dpbank.com	<input checked="" type="checkbox"/>	

New Contact

Please ensure all information is correct before saving. Once the contact is added, First Name, Middle Name and Last Name are not editable.

* Prefix: -- * First Name: Middle Name: * Last Name:

* Title:

* Email: * Phone:

Create a new contact by completing the above fields

6. When all contacts have been added to their respective roles in the **Roles in Your Organization** page and you are ready to move to the next section, confirm the data entered by clicking the **Verify this response** checkbox on the bottom right side of the page.

^ * Chief Executive Officer/President 1				
			+ Existing Contact	New Contact
NAME	TITLE	EMAIL	ASSIGN	
Rachel Hines	President	rhines@dpbank.com	<input checked="" type="checkbox"/>	
v * Chief Risk Officer 1				
			+ Existing Contact	New Contact
v * Head of Technology 1				
			+ Existing Contact	New Contact
v * Fidelity Bond, Errors & Omissions (FBEO) 1				
			+ Existing Contact	New Contact
v * Form 582 Submitter 1				
			+ Existing Contact	New Contact
v Head of Secondary Marketing 1				
			+ Existing Contact	New Contact
v Head of Underwriting 1				
			+ Existing Contact	New Contact
v Head of Servicing 1				
			+ Existing Contact	New Contact
v Head of Operations 1				
			+ Existing Contact	New Contact

Verify this response

Verify this response



Ownership Interest

1. **Ownership Interest** entered in the previous year's Form 582 can be viewed by selecting the **Yes** button. This information can be edited or removed by clicking the **Edit** or **Delete** icons.

Lender Information

Ownership Interest

Do any individuals and firms currently own or control, directly or indirectly, 5% or more of Fannie Mae - Loan Care Servicing Federal Guaranty?

OWNERSHIP TYPE	NAME	EMAIL	%	
Individual	Shovon Zafar	shovon.zafar@fanniema.com	35	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Verify this response

Ownership Interest page

2. The **Ownership Interest** can be entered as an **Individual** or a **Firm**.

Note: Once complete, confirm the data entered by clicking the **Verify this response** checkbox.

New Ownership Type

Ownership Details

* Type of Ownership

Individual Firm

* % of Ownership: 13.00

* Country Of Domicile: --Select--

Prefix: Mr. * First Name: Shovon Middle Name: Last Name: Zafar

* Title: Managing Director

* Email: szafar@email.com * Phone: 7035555656

Individual Ownership Interest

New Ownership Type

Ownership Details

* Type of Ownership

Individual Firm

* % of Ownership: [] * Country Of Domicile: --Select--

* Name: [] * Email: []

* Address: [] * City: []

* State: [] * Zip Code: []

* Telephone Number: [] Fax Number: []

Firm Ownership Interest



Contact Verification

1. When contacts have been added to the **Roles in Your Organization** page and individuals added to the **Ownership Interest** page, their contact information can be verified on the **Contact Verification** page.

Note: The **Verify this response** checkbox cannot be selected until the **Roles in Your Organization** and **Ownership Interest** pages have been verified.

NAME	EMAIL	PHONE	TITLE	ADDRESS	EDIT
Johnathan Wall	jwall@lender.net	5555555555	CRO	One South Wacker Drive Chicago Illinois 60606	
Sally Smith	sally.smith@lender.com	7035555555	President & CEO	One South Wacker Drive Chicago Illinois 60606	
Shovon Zafar	shovon.zafar@fanniema.com	7038557555	Managing Director	One South Wacker Drive Chicago Illinois 60606	

Verify this response

Contact Verification page

2. Contact information can be edited by clicking the **Edit** icon next to the contact. .

Note: Contact information can only be *edited* on this page. To *remove* a contact, go back to the **Roles in Your Organization** page and unassign them, or remove the contact from the **Ownership Interest** page.

Note: To make changes to the contact's first, middle, and last name reach out to your Relationship Manager for assistance.

Note: Once complete, confirm the data by clicking the **Verify this response** checkbox.

Edit Contact [X]

Edit your contact information below. To modify this contact's role or ownership type, Please navigate to the "Roles in your Organization" or "Ownership Interest" Section.

Prefix: * First Name: Middle Name: * Last Name:

* Title:

* Email: * Phone:

* Address: * City:

* State: * Zip Code:

Edit contact title, email, phone, and address