Servicing Transfers Form 629 User Guide
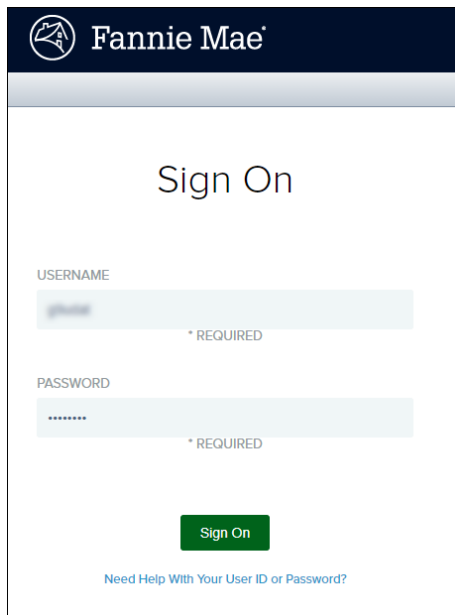
October 2025

Contents

Servicing Transfers Form 629

This guide provides step by step instructions for submitting Form 629 Servicer Transfers request in the Quick Exchange application.

Log in

To log into the Quick Exchange application, follow the steps below:

1. Click here to access the Quick Exchange application.
2. Enter **USERNAME** and **PASSWORD.**
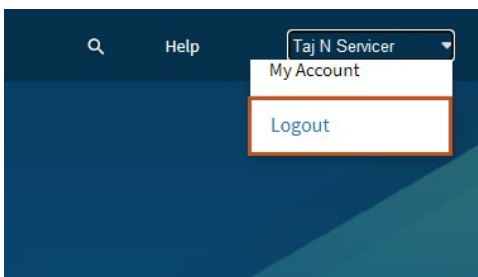3. Click **Sign On**.

> **Note:** *Username consists of 8 characters.*
>
> **Note:** *See your Technology Admin with any password issues.*

Log Out

To log out of the Quick Exchange application, follow the steps below:

1. Click on the arrow in the upper corner of the screen.
2. Click on **Logout**.

Create New Request

This form must be completed by the Transferor. All requests must be received by the Servicing Transfers Team at least 60 days prior to the proposed transfer date, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

To create a new request, follow the steps below:

1. Click **Create New Request Form 629**.

> **Note:** *To get back to this screen click Fannie Mae icon* 🔵 *at the upper right corner of each screen.*

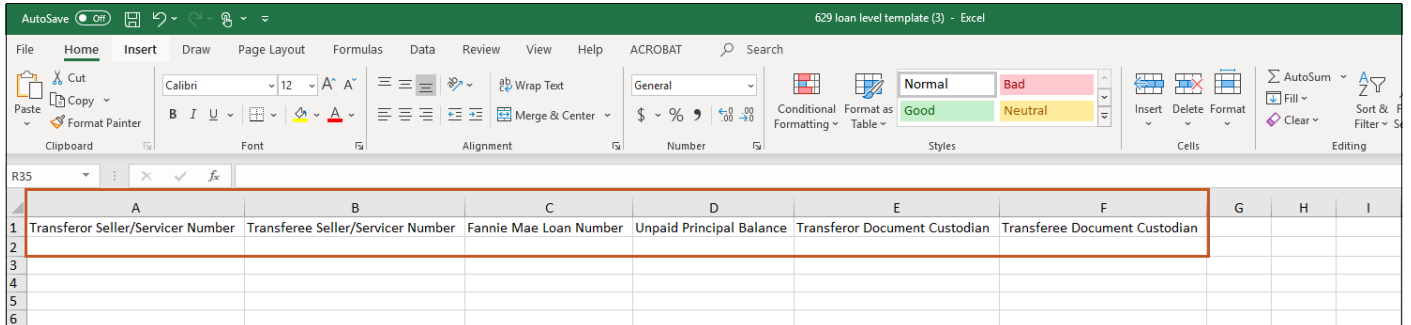2. Click **Download Template** to start the Loans to Transfer process.

> **Note:** *REO and Reverse Mortgages must be a separate 629 form submission in the Quick Exchange application.*

3. Click **Enable Editing**.
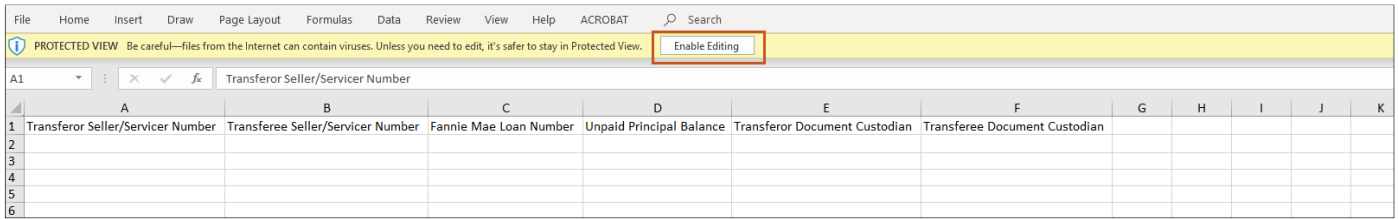
4. Enter information into columns A through F.

Note:
- Transferor Seller/Servicer Number - must be 9-digit ID.
- Transferee Seller/Servicer Number - must be 9-digit ID.
- Fannie Mae Loan Number – must be 10-digits.
- Unpaid Principal Balance – provide dollar amount and cents.
- Transferor Document Custodian - information must be entered exactly as shown in the Custodian Matrix.
- Transferee Document Custodian – information must be entered exactly as shown in the Custodian Matrix.

5. Name file and save to your computer.

   Note: *Files must be .XLS or .XLSX with a maximum single file size supported: 750 MB.*
   Note: *Valid filename characters: alphanumeric characters and the following special characters: -. () _ !*

6. Drag and drop the **Excel** file into the highlighted area or **Click here to upload your 629 loan level data** blue box to locate appropriate file to upload.

7. Click **Start Upload**.

Note: *Clicking Remove All and Remove deletes files that appear in those lines.*

8. Click **Next**.

Note: *If files are not completely uploaded contact the Servicing Transfers team at servicing_transfers@fanniemae.com*

Note: *The File Summary section displays with the information that will be submitted.*

9. Enter information in the fields and click **Submit** when the button turns bright blue to start the Transfer Summary process.

Form 629

Transfer Summary

Step 1

✅ Loans to Transfer

Step 2

✏️ Transfer Summary

What is the reason for the transfer?

Servicing Transfer ▼

Will Document Custodian change?

🔘 Yes
⚪ No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?

🔘 Yes
⚪ No

Will the transferor remain active Fannie Mae Seller and Servicer?

🔘 Yes
⚪ No

Does the transferor have any outstanding selling commitments with Fannie Mae?

🔘 Yes
⚪ No

Proposed Transfer Date
ℹ️ This date must only be the first day of the month

📅 ✖ 10/2021

Sale Date
ℹ️ Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date

📅 ✖

Enter any pertinent information regarding this transfer
ℹ️ Optional, but it will allow for more effective processing

Cancel   Previous   Submit

Proposed Transfer Date
ℹ️ This date must only be the first day of the month

📅 ✖ 05/2021

Reason for Servicing Guide Exception
⚠️ The transfer date selected is less than the required time frame permitted. Provide the reason for the exception or select a different transfer date within the guidelines

Sale Date
ℹ️ Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date

📅 ✖

Enter any pertinent information regarding this transfer
ℹ️ Optional, but it will allow for more effective processing

Note: *Proposed Transfer Date Field – If this field is less than 60 days away the Reason for Servicing Guide Exception field must be completed, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.*
Note: *Enter any pertinent information regarding this transfer section – please provide any additional information to Fannie Mae regarding the transfer.*
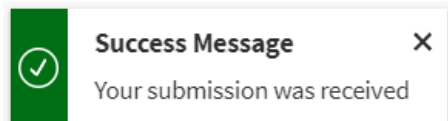
10. Click **Submit request**.

> **Note:** *The following message displays in the lower left corner of the screen.*

11. Click **Continue.**

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at ✉ servicing_transfers@fanniemae.com

Continue

Result: Request will show in the NEW tab section.

Note: *An email message will display loans that were processed with no error or had errors. The Excel file will provide the summary of the loan level details and any failure reasons if applicable. Correct these failure reasons before confirming the submission and reloading the Excel file to the request or continue to confirm the submission for the loans without failure reasons and the loans without errors will be submitted to Fannie Mae.*

Note: *Click here to view a list of the Data Validation Errors.*

Confirming Submission

Confirming the submission is required to finalize the transfer request and be received by Fannie Mae.

Follow the steps below to continue the form submission:

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be added.

2. Locate the appropriate transfer item and click **Continue Form Submission** from the dropdown menu.

3. Validate information. If no edits are required, click **Next**. If edits are required, make them, and click **Next.**

Form 629	Transfer Summary
Step 1	What is the reason for the transfer?
✓ Loans to Transfer	Servicing Transfer ▾
Step 2	Will Document Custodian change?
✎ Transfer Summary	⦿ Yes ◯ No
Step 3	Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?
✎ Transferor Details	⦿ Yes ◯ No
Step 4	Will the transferor remain active Fannie Mae Seller and Servicer?
✎ Transferee Details	⦿ Yes ◯ No
Step 5	Does the transferor have any outstanding selling commitments with Fannie Mae?
✎ Additional Transferee Info	⦿ Yes ◯ No
Step 6	Proposed Transfer Date
✎ Review and submit	❶ This date must only be the first day of the month

Proposed Transfer Date
❶ This date must only be the first day of the month

📅 ✖ 06/2021

Sale Date
❶ Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date

📅 ✖

Enter any pertinent information regarding this transfer
❶ Optional, but it will allow for more effective processing

[   ]

Cancel   **Next**

4. Enter information in the Transfer Summary section and click **Next** when the button turns bright blue.

Form 629	Transferor Information

Note: *Depending upon **What is the reason for the transfer** dropdown selected there may be additional fields to answer.*

5. Enter the appropriate response in the **Will a subservicer be used by the transferee?** and click **Next**.

Note: *If the Will be a subservicer be used by the transferee? box is Yes, there are additional fields to complete.*

6. Enter information in all the fields and click **Next** when the button turns bright blue.

Form 629	Additional Transferee Information
Step 1	Please provide the Transferee total SDQ for Non-Fannie Mae Loans
✓ Loans to Transfer	Loan Count
	24
Step 2	UPB
✓ Transfer Summary	$75,000.00
Step 3	Please provide the Transferee loan count and UPB for any Non-Fannie Mae loan transferring in the next 3 months
✓ Transferor Details	Loan Count
	24
Step 4	UPB
✓ Transferee Details	$75,000.00
	% (Enter decimal value, i.e. 0.05 = 5%)
Step 5	5.0%
✎ Additional Transferee Info	
	Cancel Previous Next
Step 6	
✎ Review and submit	

7. Review and make appropriate edits, when finished click **Submit.**

Step 2

✓ Transfer Summary

Step 3

✓ Transferor Details

Step 4

✓ Transferee Details

Step 5

✓ Additional Transferee Info

Step 6

✎ Review and submit

New Transfer

Transfer reason
Servicing Transfer

Will Document Custodian change
Yes

Transfering all loans
Yes

Servicer to remain active
Yes

Outstanding selling commitments
Yes

Current custodian

New custodian

Transfer date
Aug 1, 2021

Sale date

Pertinent information regarding this transfer
Answer :

Transfer Details   Edit

Transferor Information

Servicer name

Contact title

Contact telephone number
(111) 111-1111

Contact email address

Will a subservicer be used by the transferee
No

Additional Transferee Information   Edit

Transferee total SDQ for Non-Fannie Mae Loans

Number of loans
24

Unpaid principle balance
$75,000.00

Transferee loan count and UPB for any Non-Fannie Mae loan transferring in the next 3 months

Number of loans
24

Unpaid principle balance
$75,000.00

Percent
5.0%

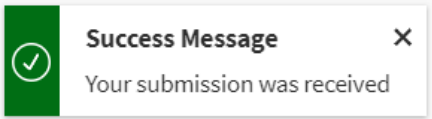Cancel   Previous   **Submit**

8. Click **Submit request.**

> **Note:** *The following message displays in the lower left corner of the screen.*

9. *Click **Continue**.*

Result:

> **Note:** *You will receive the following email confirming receipt of your request for approval of servicing transfer (form 629).*

Add Loans to Request

Loans can only be added to a Servicing Transfer Request up to the tenth calendar day before the transfer date occurs and the request is not in a Denied or Cancelled Status.

Follow the steps below to add loans to an existing servicer transfer request:

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be added.

2. Utilize the download template to create an Excel spreadsheet listing the loans to be added to the request.
3. Name file and save to your computer.

> **Note:** *Files must be .XLS or .XLSX with a maximum single file size supported: 750 MB.*
> **Note:** *Valid filename characters: alphanumeric characters and the following special characters: - . ( ) _ !*

4. Locate the appropriate transfer item and click **Add Loans** from the dropdown menu.

5. Drag and drop the **Excel** file in highlighted area or **Click here to upload your 629 loan level data** blue box to locate appropriate file to upload.

6. Click **Start Upload.**

7. Click **Next**.

> **Note:** *If files are not completely uploaded contact the Servicing Transfers team at servicing_transfers@fanniemae.com*
> **Note:** *The File Summary section will be displayed with the information that will be submitted.*

8. Click **Submit request.**

> **Note:** *The following message displays in the lower left corner of the screen.*

10. Click **Continue.**

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at ✉ servicing_transfers@fanniemae.com

Continue

Result:

Note: *An email message will display loans that were not added, and the Excel file will provide the failure reason the loan was not added to the request.*

Fannie Mae Form 629 - Request to add loans to transfer 207

noreply@quatrosupport.com
To
Cc

Thu 2/25/2021 3:38 PM

Your request to add loans to transfer request id = 207 has been processed.

Total Loans processed: 8

Total Loans added to Transfer: 8

New total of loans for transfer: 90

If you have any questions, please contact us at servicing_transfers@fanniemae.com.

Thank you,

Servicing Transfers Team

Note: *Click here to view a list of the Data Validation Errors.*

Removing Loans

Loans can only be removed from a Servicing Transfer Request up to the 25th calendar day before the transfer date occurs and the request is not in a Denied or Cancelled Status.

Follow the steps below to remove loans to an existing servicer transfer request:

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be removed.

2. Utilize the download template to create a new template listing the additional loans to be removed to the request.
3. Name file and save to your computer.

> **Note:** *Files must be .XLS or .XLSX with a maximum single file size supported: 750 MB.*
> **Note:** *Valid filename characters: alphanumeric characters and the following special characters: - . () _ !*

4. Locate the appropriate transfer item and click **Remove Loans** from the dropdown menu.

5. Drag and drop the **Excel** file in highlighted area or **Click here to upload your 629 loan level data** blue box to locate appropriate file to upload.

6. Click **Start Upload**.

7. Click **Next**.

>   **Note:** *The File Summary section will be displays with the information that will be submitted.*

8. Click **Submit request.**

>   **Note:** *The following message displays in the lower left corner of the screen.*

10. Click **Continue.**

We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at ✉ servicing_transfers@fanniemae.com

Continue

Result:

Note: *An email message will be sent to you displaying the total of loans removed from the transfer and the Excel file indicating which loans were successfully removed.*

Note: *Click here to view a list of the Data Validation Errors.*

Edit Request

Follow the steps below to edit the loan request. Users will only be able to edit the request before the Fannie Mae review and approval process begins, which includes updating the transfer type if it was entered incorrectly.

1. Click the appropriate tab (**New, Active)** in the Form 629 section to locate the appropriate request where loans should be edited.

2. Locate the appropriate transfer item and click **Edit Request** from the dropdown menu.

3. Enter information in the fields and click **Next** when the button turns bright blue.

Form 629	Transfer Summary
Step 1	What is the reason for the transfer?
✓ Loans to Transfer	Servicing Transfer ▾
Step 2	Will Document Custodian change?
✎ Transfer Summary	● Yes ○ No
Step 3	Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?
✎ Transferor Details	● Yes ○ No
Step 4	Will the transferor remain active Fannie Mae Seller and Servicer?
✎ Transferee Details	● Yes ○ No
Step 5	Does the transferor have any outstanding selling commitments with Fannie Mae?
✎ Additional Transferee Info	● Yes ○ No
Step 6	Proposed Transfer Date
✎ Review and submit	❶ This date must only be the first day of the month
	📅 ✖ 08/2021
	Sale Date
	❶ Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date
	📅 ✖
	Enter any pertinent information regarding this transfer
	❶ Optional, but it will allow for more effective processing
	Cancel Next

Note: *The last two fields are optional.*

4. Enter information in all the fields in the **Contact information regarding this request** section and click **Next** when the button turns bright blue.

5. Enter information in all the fields and click **Next** when the button turns bright blue.

6. Click **Submit request**.

Form 629 Submission ✕

By submitting this form 629, the Transferor and Transferee Servicer
represent and warrant that the information submitted on and with this
form is true, correct, and complete

Go back   **Submit request**

> **Note:** *The following message displays in the lower left corner of the screen.*

✓ **Success Message** ✕
Your submission was received

7. Click **Continue.**

ⓘ   We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at ✉ servicing_transfers@fanniemae.com

Continue

Result:

Good afternoon,

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New	Active	Processed
0	0	0

Create New Request

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New	Active	Processed
31	15	16

Create New Request

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Edit Transfer Date

Follow the steps below to edit the transfer date of the loan. Edit Transfer Date can occur up to the 25th Calendar Day before the Transfer Date, and the submission has been confirmed and not in Denied or Cancel Status. If you Edit Transfer Date once a request has been approved and an approval letter has been sent, a notification will appear as shown in the steps below.

1. Click the appropriate tab (**New, Active or Processed)** in the Form 629 section to locate the appropriate request where loans should be edited.

2. Locate the appropriate transfer item and click **Edit Request** from the dropdown menu.

3. Enter the new **Proposed Transfer Date** and click **Submit** when the button turns bright blue.

Form 629

Step 1

✅ Loans to Transfer

Step 2

📝 Transfer Summary

Transfer Summary

What is the reason for the transfer?

Servicing Transfer ▾

Will Document Custodian change?
- ☐ Yes
- ◉ No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?
- ☐ Yes
- ◉ No

Will the transferor remain active Fannie Mae Seller and Servicer?
- ☐ Yes
- ◉ No

Does the transferor have any outstanding selling commitments with Fannie Mae?
- ☐ Yes
- ◉ No

Proposed Transfer Date
ℹ This date must only be the first day of the month

📅 ✖ 06/2021

Sale Date
ℹ Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date

📅 ✖ 02/08/2021

Enter any pertinent information regarding this transfer
ℹ Optional, but it will allow for more effective processing

Cancel   **Submit**

4. Click **Submit request**.

Form 629 Submission   ✖

By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

Go back   **Submit request**

Note: *The following message displays in the lower left corner of the screen.*

✅ **Success Message**   ✖
Your submission was received

5. Click **Continue**.

Result:

> **Note:** *Users will not be able to edit a transfer date once the request has been approved and an approval letter has been sent.*

If a user attempts to modify the transfer date once a transfer is approved and approval letters have been posted, then they will receive the following pop-up notification shown below.

- If the user agrees with the notification, it will cancel the existing approved transfer and they will be required to enter a new transfer request with the correct transfer date.

- If the user disagrees with the notification, the transfer will not be cancelled and remain in its current status.

Cancel Request

Follow the steps below to cancel a request. Transfer Request can be cancelled up to the 25th Calendar Day before the Transfer Date.

1. Click the appropriate tab (**New, Active or Processed)** in the Form 629 section to locate the request that should be cancelled.

2. Locate the appropriate transfer item and click **Cancel Request** from the dropdown menu.

3. Click **Continue**.

Result:

| | New Forms | Active Forms | **Processed Forms** | | | | | | | | | |

Reset-Filter

| | | | | | | | | | | Global Filter | |

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
175						Servicing Transfer	May 1, 2021	1	Approval Letters Sent	Feb 10, 2021, 1:54:17 PM	Processing	Choose ▼
186						Reverse Mortgage Servicing Transfer	Apr 1, 2021	28	Approval Letters Sent	Feb 10, 2021, 8:52:47 AM	Completed	Choose ▼
192						Servicing Transfer	Jun 1, 2021	14	Approval Letters Sent	Feb 19, 2021, 5:38:22 PM		Choose ▼
210						Servicing Transfer	Jul 1, 2021	183	Cancelled	Mar 3, 2021, 1:15:38 PM		Choose ▼
215						Servicing Transfer	Sep 1, 2021	0	Cancelled	Mar 3, 2021, 4:24:22 PM		Choose ▼

Processed Forms and Request Status

The Processed Forms tab allows you to view the transfer request status after it has been processed by the Fannie Mae Analyst. The servicer will receive an email notification that the transfer request was processed and can view the Request Status (Approval Letter Sent, Canceled, or Declined).

From: noreply@quatrosupport.com <noreply@quatrosupport.com>
Sent: Tuesday, August 17, 2021 8:05 AM
To: sdkfkd@fannie.conm; maatt@faniie.conm
Cc: Quatro <quatro@fanniemae.com>
Subject: Fannie Mae Form 629 – Servicing Transfer Request Processed - Log ID (D-14774)

The Servicing Transfer request Log ID D-14774 has been processed and the current status has been updated.
You can view the status of your Servicing Transfer Request by clicking the "PROCESSED" Column in your Form 629 Dashboard (Link) . This will allow you to view any additional details on this submission.

If you have any questions, please contact us at servicing_transfers@fanniemae.com.

Thank you,

Servicing Transfers Team

Approval Letters Sent

Follow the steps below to view the approval letter sent per request.

1. Click **Processed** in the Form 629 section to locate the appropriate request where loans should be processed.

- From the Processed Forms tab, locate the appropriate process item and click **Email Approval Letter** from the dropdown menu.

> **Note:** *The approval letter will be sent directly to the requester's email address.*

Loan Level Detail

Follow the steps below to view loan level details per request.

1. Click **Processed** in the Form 629 section to locate the appropriate request where loans should be processed.

2. From the Processed Forms tab, locate the appropriate process item and click **Download Loans** from the dropdown menu.

3. Click **Downloaded Excel spreadsheet** in the lower left corner of screen.

| Note: | *Follow normal procedures when opening, sorting, and saving spreadsheet.* |

Confirming Attestation and Finalizing your Transfer Request in Quick Exchange

All eTransfer requests can be submitted and managed through the Quick Exchange application to consolidate servicing transfers into a single application. Servicers will need to confirm the loans that are scheduled to transfer and will be required to confirm an attestation statement indicating they have reviewed the final list of loans that will be moved in Fannie Mae systems. Automated emails will be sent between the 20th calendar day and 25th calendar day to servicers with any transfers that need confirmation.

How to Attest to the Final List of Loan(s) Scheduled to Transfer

1. Follow the instructions found on the automated email that was sent to you.

   Note: *Links and how to steps are listed below.*

Fannie Mae Form 629 – Your Attestation is Needed as to the Final List of Loans Scheduled for Transfer

(No Reply) Quick Exchange <noreply@quatrosupport.com>
To ○ Quatro test
Cc ○ Servicing Transfers

↩ Reply   ↩ Reply All   → Forward   ⬚   ⋯
Mon 7/28/2025 3:09 PM

***Please access Quick Exchange to ATTEST TO THE FINAL LIST OF LOAN(S) SCHEDULED TO TRANSFER.**

Once you have logged into Quick Exchange, please click on the "PROCESSED" Column in your Form 629 Dashboard (Link) and select "**DOWNLOAD LOANS**" in the ACTION drop down menu. Once selected, you will be able to review the final list of loan(s) that are scheduled to be transferred for the LOG ID(s) listed below. Please **REMOVE ALL LOANS** you do not want transferred, and once completed, select "**FINALIZE ETRANSFER**" in the ACTION drop down menu. Fannie Mae will then receive and review the final list of loans that you are attesting should be transferred.***

Log ID(s):
D-11728
D-11677
D-11372

- Any loan removals must be made before your attestation occurs. Once you have submitted your attestation, **no changes can be made to your list of loans.** Your attestation must be submitted by the 25th calendar day prior to the servicing transfer date.
- For questions regarding final submission of loans to Fannie Mae please contact: servicing_transfers@fanniemae.com

If you entered any of these requests in error, please go into Quick Exchange and Cancel the request. Upon your cancelation, you will no longer receive communications on these submissions.

Thank you,

Servicing Transfers Team

Confirming list of loans to be transferred before finalizing eTransfer in Quick Exchange.

1. Select **Download Loans** from the dropdown of the appropriate Request ID/Transfer Log ID line in the Processed Forms tab.

2. Reconcile the list of loans in Quick Exchange compared to your system by adding or removing applicable loans as required.

   Note: *Remove Loans – Loans can only be removed from a servicing transfer request up to the 25th calendar day before the transfer date occurs and the **request is not in a denied or cancelled status.***

   Note: *Add Loans to a Request – Loans can only be added to a servicing transfer request up to the 10th calendar day before the transfer date occurs and the **request is not in a denied or cancelled status.***

Finalize eTransfer

1. Select **Finalize eTransfer** from the dropdown of the appropriate **Request ID/Transfer Log ID** line in the Processed Forms tab.

2. Click **Agree**.

Note: *Loan(s) can only be removed from a Servicing Transfer Request up to the 25ᵗʰ calendar day before the transfer occurs and the request is not in Denied or Cancelled status and the final loan list has not been confirmed.*

Note: *Once Agree is clicked and you have submitted your attestation, **no changes** can be made to your list of loans.*

Note: *Transfer Processing – All approved and attested servicing transfers will be processed in Fannie Mae's Investor Reporting system on business day 3.*

Appendix

Data Validation Errors

1.	Not an active or valid Fannie Mae Loan.
2.	This loan is already part of another transfer in process.
3.	Seller Servicer ID on this loan does not match what we have on record.
4.	Reverse mortgages are not allowed for this transfer reason type.
5.	REMIC mortgages are not allowed for this transfer reason type.
6.	This loan is duplicated in this list.
7.	Not verified due to validation service being unavailable.
8.	Loan is assigned to a different servicer.
9.	Transferee Seller Servicer Number is not an active or valid Fannie Mae servicer id.
10.	Loan number must be 10 digits in length.
11.	Transferor custodian is not valid.
12.	Transferee custodian is not valid.
13.	Loan removed from transfer (only on remove loan option).

Note:
- Click here to return to the Creating New Request section of this guide.
- Click here to return to the Adding Loans section of this guide.
- Click here to return to the Removing Loans section of this guide.

Custodian Matrix

Custodian Matrix			
1.	Associated Bank, NA	16.	Regions Bank
2.	Banco Popular de Puerto Rico	17.	Salem Five Cent Savings Bank
3.	Bank of America, N.A.	18.	Suffco Service Corp (Astoria Bank)
4.	Citibank, N.A.	19.	The Bank of New York Mellon Trust, N.A.
5.	Citizens Bank, N.A.	10.	The Huntington National Bank
6.	Colonial Savings, F.A.	21.	Trusit Bank
7.	Computershare Trust Company, N.A.	22.	Trustmark National Bank
8.	Deutsche Bank National Trust Company	23.	Ulster Savings Bank
9.	Fifth Third Bank	24.	United Community Bank
10.	Flagstar Bank	25.	US Bank, N.A.
11.	JP Morgan Chase Bank, N.A.	26.	Webster Bank
12.	New York Community Bank	27.	Wells Fargo Bank, N.A.
13.	Out on Bailee	28.	Wilmington Trust NA
14.	PNC Bank	29	FNMAeNote
15	ReconTrust Company, NA		

> **Note:** *Click here* to return to the entering Excel information section of this guide.

Servicing Transfers Form 629 System Status

Request Status	Form 629 Tab	Summary
New Transfer	NEW	Transfer Request has been input by Servicer but not been confirmed and sent to Fannie Mae for review
Pending Servicing Transfer Review	ACTIVE	Transfer Request has been confirmed by the Servicer and is now sent to Fannie Mae for review
Pending Servicing Transfer Analysis	ACTIVE	Transfer Request is under analysis
Pending Internal Sign Off	ACTIVE	Transfer Request is pending internal sign off by Fannie Mae
Pending Final Approval	ACTIVE	Transfer Request is pending final approval from Fannie Mae
Approval Letters Sent	PROCESSED	Transfer Request has been approved by Fannie Mae
Denied	PROCESSED	Transfer Request has been denied
Cancelled	PROCESSED	Transfer Request has been cancelled

Technology Service Center Contact Information

For Technology Manager questions contact the Fannie Mae Technology Service Center at 1-800-2Fannie (1-800-232-6643) option 1 at the first prompt and option 1 at the second prompt.