



Seller/Servicer Eligibility Reporting Calendar

Fannie Mae has specific requirements for approved sellers/servicers to maintain their eligibility to transact business with us. Fannie Mae *Selling Guide* [Part A4: Maintaining Seller/Servicer Eligibility](#) describes the financial reports, Lender Record information, and operational and financial details that sellers/servicers must submit to Fannie Mae, as well as addresses the types of organizational changes and events for which sellers/servicers must notify Fannie Mae in writing.

*This reporting calendar provides a summary of key reporting due dates.

Description	Due Date	Resources										
Form 582: Lender Record Information	90 days after seller/servicer’s fiscal year end <i>Example:</i> Due March 31 if the seller/servicer uses the calendar year as its fiscal year)	Form 582 web page (includes training and other resources)										
Audited Financial Statement	90 days after seller/servicer’s fiscal year end	<i>Selling Guide</i> A4-2-01										
Mortgage Bankers’ Financial Reporting Form (MBFRF) (Form 1002)	30 days after each calendar quarter end, except 60 days after the end of the fourth quarter <table border="1" data-bbox="581 1115 997 1325"> <thead> <tr> <th>Quarter Ending</th> <th>MBFRF Due</th> </tr> </thead> <tbody> <tr> <td>March 31</td> <td>April 30</td> </tr> <tr> <td>June 30</td> <td>July 31</td> </tr> <tr> <td>September 30</td> <td>October 31</td> </tr> <tr> <td>December 31</td> <td>February 28</td> </tr> </tbody> </table>	Quarter Ending	MBFRF Due	March 31	April 30	June 30	July 31	September 30	October 31	December 31	February 28	MBFRF web page with sample form and submission link
Quarter Ending	MBFRF Due											
March 31	April 30											
June 30	July 31											
September 30	October 31											
December 31	February 28											
Form 1001: Authorization for Verification of Credit and Business References	Any time there is a change in company officers <i>Note:</i> Also due at time of Form 582 submission if the company has any new principal officers, partners, or owners who directly or indirectly have a 5% or more interest in the company (showing only the names of the new parties)	Form 1001										

*This summary is intended for reference only. All criteria are subject to the formal terms and conditions of the Fannie Mae *Selling Guide* and *Servicing Guide*. In the event of any conflict with this document, the *Selling Guide* and/or *Servicing Guide* will govern.