



Submission of the Mortgage Bankers Financial Reporting Form (MBFRF) (Form 1002)

Frequently Asked Questions (FAQs)

Frequently asked questions are grouped below by [Quarterly Reporting](#) and [Monthly Reporting](#).

Quarterly Reporting

Q1. What organizations are required to submit a quarterly Mortgage Bankers Financial Reporting Form (Form 1002)?

Any mortgage lender that is approved to do business with Fannie Mae and that is NOT a federally supervised depository institution (commercial bank, savings bank, savings and loan, or credit union), must submit an MBFRF following the end of each calendar quarter. **This also applies to mortgage banking subsidiaries of federally supervised financial institutions.** However, mortgage banking departments or divisions of federally supervised entities do not need to file a MBFRF. A department is an operation of such a company that is not a separate accounting entity.

In all cases, reports must be UNCONSOLIDATED with any parent company and CONSOLIDATED with any subsidiary companies (excluding any subsidiaries that are filing a separate Mortgage Banker Financial Reporting Form). This reporting requirement applies regardless of the type or scope of the mortgage banker's business with Fannie Mae, Freddie Mac, and Ginnie Mae, and does not replace any other reporting requirements. Audited financial statements are NOT a substitute for this report.

Q2. Which approved lenders need to submit these quarterly financials? Sellers only, servicers only, or both?

All approved Fannie Mae sellers and/or servicers that satisfy the criteria described in Q1 must make the required quarterly submissions.

Q3. How often must the MBFRF be submitted and what is the submission timeline?

Quarterly submission is required. Submission is due within 30 days after the end of the quarter, except the year-end (fourth quarter) submission is due within 60 days after December 31.

MORTGAGE BANKERS FINANCIAL REPORTING FORM	Due Date
March 31 report	APRIL 30
June 30 report	JULY 31
September 30 report	OCTOBER 31
December 31 report	MARCH 1

Q4. The submitter's annual audit won't be completed within 60 days of year end. Should the submitter wait to submit?

No, the submitter should enter preliminary numbers and then provide an updated form after the audit has been completed. To update the form you will need to contact the administrator to 're-activate' the form for the period you want to make changes. Once the administrator has 're-activated' the form, you will be able to make corrections, and will need to re-submit the data.

Q5. How does the seller/servicer submit the MBFRF?

Submit the MBFRF electronically at www.mbfrf.org.

Q6. How are user credentials obtained to access www.mbfrf.org?

To set up a new account, the user should email the administrator at administrator@mbfrf.org or call 301-453-2561.

Q7. What happens if I file my report late?

Timely submission of the MBFRF is a prerequisite to doing business with Fannie Mae. Your ability to conduct business with Fannie Mae may be impaired if current financial data on your company is not readily available. Once the reporting deadline has passed, your form will be automatically locked.

Q8. When the reporting deadline has passed, users who have not submitted may be locked out. Who should be contacted for assistance?

Contact the site administrator by email (administrator@mbfrf.org) or phone: 301-453-2561

Q9. Should submitted data be quarterly or year-to-date?

All data should be reported on a quarterly basis, reflecting activity for that quarter only. One exception is bifurcated delivery volume which should be reported as 36-months of activity.

Q10. Is there any difference between a quarterly and a year-to-date balance sheet?

No. Reporting activity for the quarter applies only to the Income Statement (Schedules C and D), Cash Flow Statement (Schedule CF), Loan Originations (Schedule I), and Loan Modifications (Schedule R). All other parts of the MBFRF show data at a point in time; there is no difference between reporting quarterly or year-to-date. The one exception is in the Equity Rollforward. The year-to-date values for Equity Rollforward will reflect the changes over the course of the year.

Q11. How should dollar amounts be reported in MBFRF?

All dollar figures are reported in rounded thousands. For example, a dollar figure of \$50,235 should be reported as \$50.

Q12. How should loan origination and servicing UPB be entered in MBFRF?

Loan origination and servicing UPB need to be entered in thousands, like the rest of the data. Note that on Schedule L, line L600, just the total delinquency UPB should be entered, not the total portfolio UPB.

Q13. Is there additional help available for questions about how to complete individual fields on the form?

On every screen, each item name has a stylized question mark. When the question mark is clicked, it will show its definition and other information about completing the field. Also, the entire set of definitions and additional instructions can be viewed by selecting "WebMB Definitions" from the left navigation menu. If further assistance is needed, contact the WebMB administrator by email at administrator@mbfrf.org or call 301-453-2561.

Q14. How can site users get technical assistance?

For technical support with this site, email techsupport@mbfrf.org.

Q15. Is the quarterly MBFRF required to be certified by the chief executive officer, the chief financial officer, or equivalent?

Yes, the certification will help ensure the completeness and accuracy of the information shared.

Monthly Reporting

Q16. What organizations are required to submit a monthly Mortgage Bankers Financial Reporting Short Form (Form 1002)?

Any seller/servicer servicing \$50 billion of more in residential first lien mortgage servicing UPB plus other servicing UPB as determined at the end of each calendar quarter ¹ that is approved to do business with Fannie Mae and that is NOT a federally supervised depository institution (commercial bank, savings bank, savings and loan, or credit union), must submit a Monthly MBFRF Short Form within 30 days of the end of each month. A monthly submission will not be required with respect to the monthly data for each third month of any fiscal quarter, as the data will be captured in the quarterly MBFRF submission. **This also applies to mortgage banking subsidiaries of federally supervised financial institutions.** However, mortgage banking departments or divisions of federally supervised entities do not need to file a MBFRF. A department is an operation of such a company that is not a separate accounting entity.

In all cases, reports must be UNCONSOLIDATED with any parent company and CONSOLIDATED with any subsidiary companies (excluding any subsidiaries that are filing a separate Mortgage Banker Financial Reporting Form). This reporting requirement applies regardless of the type or scope of the mortgage banker's business with Fannie Mae, Freddie Mac, and Ginnie Mae, and does not replace any other reporting requirements. Audited financial statements are NOT a substitute for this report.

Q17. Which approved lenders need to submit these monthly financials? Sellers only, servicers only, or both?

All approved Fannie Mae sellers and/or servicers that satisfy the criteria described in Q16 must make the required monthly submissions. Additionally, at Fannie Mae's direction, the Monthly MBFRF Short Form may be required of other mortgage lenders not meeting the criteria described in Q16.

Q18. How often must the Monthly MBFRF Short Form be submitted and what is the submission timeline?

Monthly submission is required except for the third month of any fiscal quarter, as the data will be captured in the quarterly MBFRF submission. Submission is due within 30 days after the end of the month.

MONTHLY MORTGAGE BANKERS FINANCIAL REPORTING SHORT FORM	Due Date
January 31 report	FEBRUARY 28/29
February 28/29 report	MARCH 31
April 30 report	MAY 31
May 31 report	JUNE 30
July 31 report	AUGUST 31
August 31 report	SEPTEMBER 31
October 31 report	NOVEMBER 30
November 30 report	DECEMBER 31

Q19. How does the seller/servicer submit the MBFRF?

Submit the MBFRF electronically at www.mbfrf.org.

Q20. How are user credentials obtained to access www.mbfrf.org?

To set up a new account, the user should email the administrator at administrator@mbfrf.org or call 301-453-2561.

¹ "Residential first lien mortgage servicing UPB plus other servicing UPB" is defined as the sum of Total Residential First Mortgages UPB (MBFRF L1001), Closed-End Second Mortgages UPB (MBFRF L1101), Funded HELOCs UPB (MBFRF L1201), Reverse Mortgages UPB (MBFRF L1301), and Construction and Land Development Loans, 1- to 4-unit Residential (MBFRF L1401).

Q21. When the reporting deadline has passed, users who have not submitted may be locked out. Who should be contacted for assistance?

Contact the site administrator by email (administrator@mbfrf.org) or phone: 301-453-2561

Q22. Should submitted data be monthly or year-to-date?

All data should be reported on a monthly basis, reflecting activity for that month only.

Q22. Is there any difference between a monthly and a year-to-date balance sheet?

No. Reporting activity for the month applies only to the Income Statement (Schedules C and D), and Loan Originations (Schedule I). All other parts of the Monthly MBFRF Short Form show data at a point in time; there is no difference between reporting monthly or year-to-date.

Q23. How should dollar amounts be reported in MBFRF?

All dollar figures are reported in rounded thousands. For example, a dollar figure of \$50,235 should be reported as \$50.

Q24. How should loan origination and servicing UPB be entered in MBFRF?

Loan origination and servicing UPB need to be entered in thousands, like the rest of the data. Note that on Schedule L, line L600, just the total delinquency UPB should be entered, not the total portfolio UPB.

Q25. Is there additional help available for questions about how to complete individual fields on the form?

On every screen, each item name has a stylized question mark. When the question mark is clicked, it will show its definition and other information about completing the field. Also, the entire set of definitions and additional instructions can be viewed by selecting "WebMB Definitions" from the left navigation menu. If further assistance is needed, contact the WebMB administrator by email at administrator@mbfrf.org or call 301-453-2561.

Q26. How can site users get technical assistance?

For technical support with this site, email techsupport@mbfrf.org.

Q27. Is the monthly MBFRF short form required to be certified by the chief executive officer, the chief financial officer, or equivalent?

Yes, the certification will help ensure the completeness and accuracy of the information shared through the monthly MBFRF short form.

Q28. Are lenders required to meet our financial eligibility compliance requirements in each monthly reporting period?

Yes. Fannie Mae approved Seller/Servicers are required to maintain compliance with our minimum requirements at all times.

Q29. Will information in the monthly MBFRF short form be shared among the agencies?

For counterparties with \$50 billion or more of Total Residential (1- to 4-Unit) servicing UPB, the monthly form will be available to all Agencies. For other selected counterparties, the monthly forms will only be available to Fannie Mae.