



Fannie Mae®

Certificate of Authority, Incumbency, and Specimen Signatures (Form 360)

This form is only applicable for single-family sellers.

Please complete form prior to printing. Please ensure all text is legible.

Part 1: Identification

Enter the seller name and five-digit Fannie Mae seller number(s) for which this form should apply.

SELLER NAME

SELLER NUMBER(S)

Part 2: Certification

I hereby certify that **attached hereto as exhibit A** is a true and correct copy of resolution of the seller's governing body or other evidence of authorization duly adopted or granted by the seller on (date) / / DATE [MM/DD/YYYY] and that ever since, such resolution or authorization has been and is now in full force and effect.

I certify that, pursuant to such resolution or authorization, the individuals listed below are fully authorized and empowered to make, execute, and deliver, in the name and on behalf of the seller, any and all written instruments necessary or proper to effectuate the authority thereby conferred. I further certify that the authority thereby conferred is not inconsistent or in conflict with the Certificate of Incorporation, charter, bylaws, or other applicable constituent documents of the seller and is within the seller's corporate power and authority.

Part 3: Authorized individuals (All names and/or titles listed below must be on the Resolution/Evidence of Authorization.)

NAME	TITLE	SIGNATURE

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I also hereby certify that the above individuals hold the positions/titles (with the seller) set forth next to their respective names and **are duly authorized by the attached resolution or authorization** (i) to act for the seller in the issuance of payment instructions and the approval of transfer of funds to initiate credits to the seller's accounts and (ii) to provide Fannie Mae with instructions to transfer funds by wire transfer, in connection with the seller's sale of mortgages.

I further certify that the specimen signatures set forth above in relation to each name are true and genuine signatures of such persons, and Fannie Mae may conclusively rely on the accuracy, genuineness, and good faith of any written communication bearing any of the signatures set forth above for purposes of establishing, modifying, or terminating payment instructions provided to Fannie Mae.

The information set forth in this Certificate is true and correct, and Fannie Mae may conclusively rely upon this Certificate and any attachments hereto until the seller delivers a replacement Certificate of Authority, Incumbency, and Specimen Signatures (with required attachments) to Fannie Mae.

IN WITNESS WHEREOF, I have hereunto signed my name on the day indicated below:

NAME	TITLE
SIGNATURE (HANDWRITTEN SIGNATURE OR IMAGE OF HANDWRITTEN SIGNATURE ONLY)	_____/_____/_____ DATE [MM/DD/YYYY]

- If this signature is an electronic signature, the signer intends it to be as effective as if it were an ink signature on paper.

Questions regarding this form should be directed to:

NAME	EMAIL ADDRESS	PHONE NUMBER
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**Exhibit A
Resolution/Evidence of Authorizations**

Instructions for completing exhibit A — the seller must attach Resolution/Evidence of Authorizations using one of the two options below:

- A. The seller will provide a copy of resolution of the seller’s governing body or other evidence of authorization duly adopted or granted by the seller. (Evidence of authorization may take the form of bylaw provisions, internal procedures, executed delegations of authority, or similar documentation.)
- B. The seller will use the suggested content of resolution below for adoption by the seller’s governing body and will provide a completed copy of such adopted resolution.

RESOLVED, that the individuals listed below are fully authorized and empowered to act in the name and on behalf of:

_____ (“seller”)

(i) to issue payment instructions and approve transfers of funds to initiate credits to the seller’s account and (ii) to provide Fannie Mae with instructions to transfer funds by wire transfer in connection with the seller’s sale of mortgage loans to Fannie Mae.

Authorized individuals and/or titles

Instructions

GENERAL INFORMATION

Form 360 is utilized to establish individuals who are authorized to act on behalf of the seller to add, update, or deactivate instructions maintained in Fannie Mae's records to transfer funds by wire transfer, in connection with the seller's sale of mortgages.

Form 360 must be completed and then signed by an officer or another member of senior management of the company who is authorized to deliver certifications on behalf of the seller.

FORM 360 INSTRUCTIONS

Part 1: Identification

- Enter seller name.
- Enter the first five-digits of the Fannie Mae seller number for which this form applies.

Part 2: Certification

- Enter the date that the Resolution/Evidence of Authorization is effective.

Part 3: Authorized individuals

- **Name and title:** Enter the name(s) and title(s) of the individual(s) authorized to act on behalf of the seller.
- **Signature:** Must be a handwritten signature or an image of a handwritten signature. Handwritten signatures uploaded to DocuSign, Adobe, or similar software will be accepted. A signature generated by typing will not be accepted.
- Form 360 cannot be self-certified (i.e., the witness signing part 3 of this form cannot be one of the authorized individuals listed in part 3).
- Signatures will be used for validating authorization for electronic funds transfers for Form 482.
- All names and/or titles on the Form 360 must be included on the Resolution/Evidence of Authorization.

Instructions for Resolution/Evidence of Authorization

Form 360 must be accompanied by the Resolution/Evidence of Authorization. All names and/or titles on the Form 360 must be included on the Resolution/Evidence of Authorization.

The Resolution should identify authorized individuals. The Resolution may identify authorized individuals and/or their respective titles or categories of authorized individuals (e.g., vice presidents, assistant treasurers, etc.).

Sellers may:

- A. Provide a true and correct copy of the Resolution/Evidence of Authorization of the seller's governing body identifying and authorizing the individuals named on the Form 360 to act on the seller's behalf to direct transfers of funds into the seller's designated depositories and must be delivered to Fannie Mae along with the completed Form 360.
- B. Use suggested content of resolution provided as option B on page 4 of the Form 360 and provide a copy of such adopted resolution.

Please note the following when preparing Resolution/Evidence of Authorization:

- The seller's name: Insert the seller's full legal name.

Submitting the Form 360 and Resolution/Evidence of Authorization

The seller should submit the completed Form 360 and Resolution/Evidence of Authorization (signed and scanned) via email to: acquisitions_loan_delivery@fanniemae.com. Please include your five-digit seller number in the subject line.

The seller should retain the original copy of the Form 360 and Resolution/Evidence of Authorization for their records.