

Seller's Designation of Wire Transfer Instructions (Form 482)

Contact Information

TWO CONTACTS REQUIRED

_____	_____	() -
NAME	EMAIL	PHONE NUMBER
_____	_____	() -
NAME	EMAIL	PHONE NUMBER

Part 5 (optional): Additional Fannie Mae Seller Number(s)

If you have additional Seller numbers for which you would like to establish the same wire transfer instructions as above, please list them here. The wire transfer instructions will be established using the same information provided in Part 3.

Instructions

GENERAL INFORMATION

Form 482 is used by Sellers to add, delete, or change payee codes that are used in the wiring of loan purchase proceeds. The Seller must send a Form 482 to Fannie Mae for each payee code the Seller wishes to establish, assign, update, or deactivate.

- The Form 482 must be signed by one of the authorized representatives designated on the Certificate of Authority, Incumbency, and Specimen Signatures (Form 360) and Resolution/Evidence of Authorization that is currently on file with Fannie Mae.
- For any organization with warehouse creditor(s), instructions on the Form 482 must match the bailee letter on file.

Fannie Mae will contact the Seller after the request has been completed.

FORM INSTRUCTIONS

Part 1: Seller Information

- Enter the 9-digit Fannie Mae Seller number for the requested setup.
- Enter the Seller name.

Part 2: Type of Transactions

Check the appropriate box to establish a new payee code, assign an existing payee code, update a payee code, or deactivate a payee code.

- **Establish new payee code:** Select this option to create wire transfer instructions for an ABA number you do not have an existing setup for.
- **Assign existing payee code:** Select this option to assign an existing payee code to a different branch number. Enter payee code to be assigned.
- **Update payee code:** Select this option to update any fields for an existing payee code with the same ABA number. Enter payee code associated with wiring instructions to be updated. Include all branches to be updated in Part 5.
- **Deactivate payee code:** Select this option if wire transfer instructions associated with this payee code are no longer being used. Enter payee code to be deactivated.

Part 3: Wire Transfer Instructions

- **9-digit ABA number:** Enter the 9-digit ABA number of the financial institution.
- **Account Number:** Enter the appropriate account number at the financial institution to which the proceeds will be transferred.
- **Account Name:** Enter the name on the account number specified.
- **Reference Information:** Enter additional information for the recipient. This field is optional.

Part 4: Authorization

- **Print Name:** Print the name of the individual signing the form.
- **Title:** Enter the title of the individual signing the form.
- **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.
 - The Form 482 must be signed by one of the authorized representatives designated on the Certificate of Authority, Incumbency, and Specimen Signatures (Form 360) and Resolution/Evidence of Authorization that is currently on file with Fannie Mae.
- **Date:** Enter the date that the form is completed.
- **Contact Information:** Please complete contact information. Two contact names are required.

Part 5 (Optional): Additional Fannie Mae Seller Number(s)

This section can be used for additional Fannie Mae Seller numbers for which the same wire transfer instructions should be established. Wire transfer instructions will be established using the same information provided in Part 3.

Submitting the form:

The Seller should submit the completed Form 482 via email to acquisitions_loan_delivery@fanniemae.com. Please include "Form 482" in the subject line.

The Seller should retain the original copy of the Form 482 for their records.