



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

This form is only applicable for single-family sellers.  
*Please complete form prior to printing. Please ensure all text is legible.*

## Part 1: Seller information

Enter the seller name and nine-digit Fannie Mae seller number(s) for which the below wire transfer instructions for mortgage purchase proceeds apply.

\_\_\_\_\_  
SELLER NAME

\_\_\_\_\_  
SELLER NUMBER(S)

## Part 2: Type of transaction

### ADD/DEACTIVATE

Establish new payee code

\_\_\_\_\_ *FOR INTERNAL USE ONLY*

Assign the following existing payee code to additional seller numbers:

\_\_\_\_\_ *COMPLETE PART 1 AND PART 3*

Deactivate the following payee code:

\_\_\_\_\_ *DO NOT COMPLETE PART 3*

### UPDATE

Update existing payee code

\_\_\_\_\_ *COMPLETE PART 3*

*CHECK ALL FIELDS REQUIRING UPDATE*

Account number

Account name

Reference information

Add Early Funding wiring instructions

## Part 3: Wire transfer instructions

\_\_\_\_\_  
NINE-DIGIT ABA NUMBER

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
ACCOUNT NAME

\_\_\_\_\_  
REFERENCE INFORMATION (OPTIONAL)

Part 4: Authorization

PRINT NAME TITLE

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

- Seller hereby directs Fannie Mae to make payment of the proceeds of mortgages purchased from the seller by wire transfer to the account set forth above.
If this signature is an electronic signature, the signer intends it to be as effective as if it were an ink signature on paper.
Fannie Mae cannot process the form unless it is signed and dated by one of the authorized representatives designated on the Certificate of Authority, Incumbency, and Specimen Signatures (Form 360) and Resolution/Evidence of Authorization that are currently on file with Fannie Mae.
If this form (Seller's Designation of Wire Transfer Instructions) is not submitted in advance of delivery, funding will be delayed.

Contact information

TWO CONTACTS REQUIRED

NAME EMAIL PHONE NUMBER
NAME EMAIL PHONE NUMBER

## Instructions

### GENERAL INFORMATION

Form 482 is used by single-family sellers to add, deactivate, or update 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 seller name.
- Enter the nine-digit Fannie Mae seller number(s) for the requested setup.

#### 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 the 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 the payee code associated with wiring instructions to be updated. Include all branches to be updated in Part 1.
- **Deactivate payee code:** Select this option if wire transfer instructions associated with this payee code are no longer being used. Enter the payee code to be deactivated.

#### Part 3: Wire transfer instructions

- **Nine-digit ABA number:** Enter the nine-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. Only characters available on the keyboard are permitted.
- **Reference information:** Enter additional static text to be provided to the recipient of the wire. Do not include loan-specific details. Only characters available on the keyboard are permitted. 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. The signature on Form 482 must be an exact match of the signature on Form 360. For questions related to Form 360, please contact [acquisitions\\_loan\\_delivery@fanniemae.com](mailto:acquisitions_loan_delivery@fanniemae.com). Please include the seller number in the subject line.
- **Date:** Enter the date that the form is completed.
- **Contact information:** Please complete contact information. Two contact names are required.

#### Submitting the form:

Submit the completed Form 482 via email to [acquisitions\\_loan\\_delivery@fanniemae.com](mailto:acquisitions_loan_delivery@fanniemae.com). Please include the seller number in the subject line.

Please retain the original copy of the Form 482 for your records. Fannie Mae will confirm when the request is complete and the wiring instructions are available for use in Loan Delivery.