

Custodial Bank Account Management Application

Single-Family Form 1013 and Form 1014

This is the user guide for the [Custodial Bank Account Management Application](#).

Refer to the table below for easy navigation to your respective section(s).

Contents

Single-Family Form 1013 and Form 1014	1
Access	2
Technology Manager.....	2
Data Access Authorization Form 101	2
Important Information About the Custodial Bank Account Management Application	2
General Notes.....	2
Restrictions.....	2
Information Needed to Submit Form 1013 and Form 1014:	2
Report a Closed Custodial Bank Account	3
Using the Custodial Bank Account Management Application	4
The Home Screen	4
Create a New Form	4
How to Create a New Form	5
Entering the Custodial Account Information	7
Provide Signer Information	8
Review Form Information	9
Editing a Form	9
Generate and Send for eSignatures.....	9
Making Changes Prior to Sending for Signatures.....	10
Making Changes After Sending for Signatures	10
Request for Signature Declined by Signer.....	11
Fully Signed Form	11
Change/Replace an Existing Form.....	12
Allowable Changes	12
Restricted Changes	12
Select the Form	12
Glossary	14



Access

Technology Manager

The Corporate or Technology Manager Administrator of an approved Fannie Mae servicer must add the Custodial Bank Account Management Application from the available applications list in Technology Manager and then set up the application and provision users with the Custodial Bank Account Management - External General User Role as outlined in the [Technology Manager for Administrators Guide](#). For additional information, please contact us at 1-800-2Fannie and press 1, then 1 again.

Data Access Authorization Form 101

A new completed and signed [Data Access Authorization Form 101](#) is necessary for any Master Servicer that has an active subservicing relationship. This form authorizes the subservicer to access the Master Servicer's 9-digit Servicer Numbers within the Custodial Bank Account Management Application.

Important Information About the Custodial Bank Account Management Application

General Notes

- To view the existing form information, click on the Form #.
- If you do not see both Form 1013 and Form 1014 listed for one of your active 9-digit Servicer Numbers, click the **Create New Form** button.
- A Master Servicer can view forms for 9-digit Servicer Numbers that are subserviced, create new forms and Update/Replace existing forms for 9-digit Servicer Numbers that are not subserviced.
- A Subservicer can view, create new forms and Change/Replace existing forms for any of the displayed 9-digit Servicer Numbers.

Restrictions

In accordance with Fannie Mae policy, the system will enforce the following restrictions:

- All 9-digit Servicer Numbers reflected on a form must belong to a single 5-digit Seller/Servicer ID.
- The Principal & Interest (Form 1013) and Taxes & Insurance Fund (Form 1014) cannot be commingled, so a Form 1013 and Form 1014 must have different custodial bank account numbers.
- The same custodial bank account number can be used on two Form 1013s belonging to the same 5-digit Seller/Servicer ID **only when**:
 - one Form 1013 has a remittance type of Scheduled/Scheduled (MBS Pools) **AND**
 - the second Form 1013 has a remittance type of Excess Yield (Strip MBS).

Information Needed to Submit Form 1013 and Form 1014:

All required fields must be populated to submit the form. If you do not have the following information available, you can save the partially completed form and complete it later.



Depository Information

- **ABA #:** The American Bankers Association (ABA) issues a unique identifier known as an AB A# to each depository institution. Contact your depository institution to obtain their ABA #.
- **Bank Account Number.**
- Account details include whether it is an **Interest Bearing** and/or **Consolidated Drafting Account**.
- **Branch Name** (if applicable) where the custodial account has been established.
- **Branch Physical Address** where the custodial account has been established. **Post office box # or general addresses are not allowed.**

Form Signatories

The individuals at the Master Servicer (for non-subserviced loans) or the Subservicer, and the Depository who will electronically sign the form via DocuSign. They do not need access to the Custodial Bank Account Management Application.

Have the following information ready to enter in this section:

- **Name**
- **Job Title**
- **Email Address**
- **Telephone Number**

Report a Closed Custodial Bank Account

If the custodial bank account listed on a Form with a status of **In Effect** has been closed, click on the **Form #** and click the **Report Account Closed** button. A modal will display prompting you to provide an explanation and warning you that the action cannot be reversed if you continue.

Please note that if any of the listed servicer number(s) are still active for servicing, you must either create a new Form or use the Change/Replace option on a different form.

Form Status

Report Account Closed

You are attempting to report this bank account as closed for the associated 1013 / 1014 Form. As outlined in the CBAM User Guide, please ensure that you would like the Form permanently closed in the system, as this action cannot be reversed if you continue. If you wish to continue to close the bank account, provide a brief description for the reason of closure.

***Please note that if any of the listed servicer number(s) are still active for servicing, you must either create a new form or use the change/replace option on a different form.

* Reason for Closure

Cancel Close



Using the Custodial Bank Account Management Application

Navigate to the [Custodial Bank Account Management Application](#) page in the [Application & Technology](#) section of [fanniemae.com](#) and click the **Launch** button.

The Home Screen

After logging into the application, the active 9-digit Servicer Numbers the user was granted access to in Technology Manager are grouped by the 5-digit Seller/Service ID for any existing form with a status of:

- In Draft
- Pending Signatures
- Signatures Declined
- Fully Signed
- In Effect
- Pending Replacement

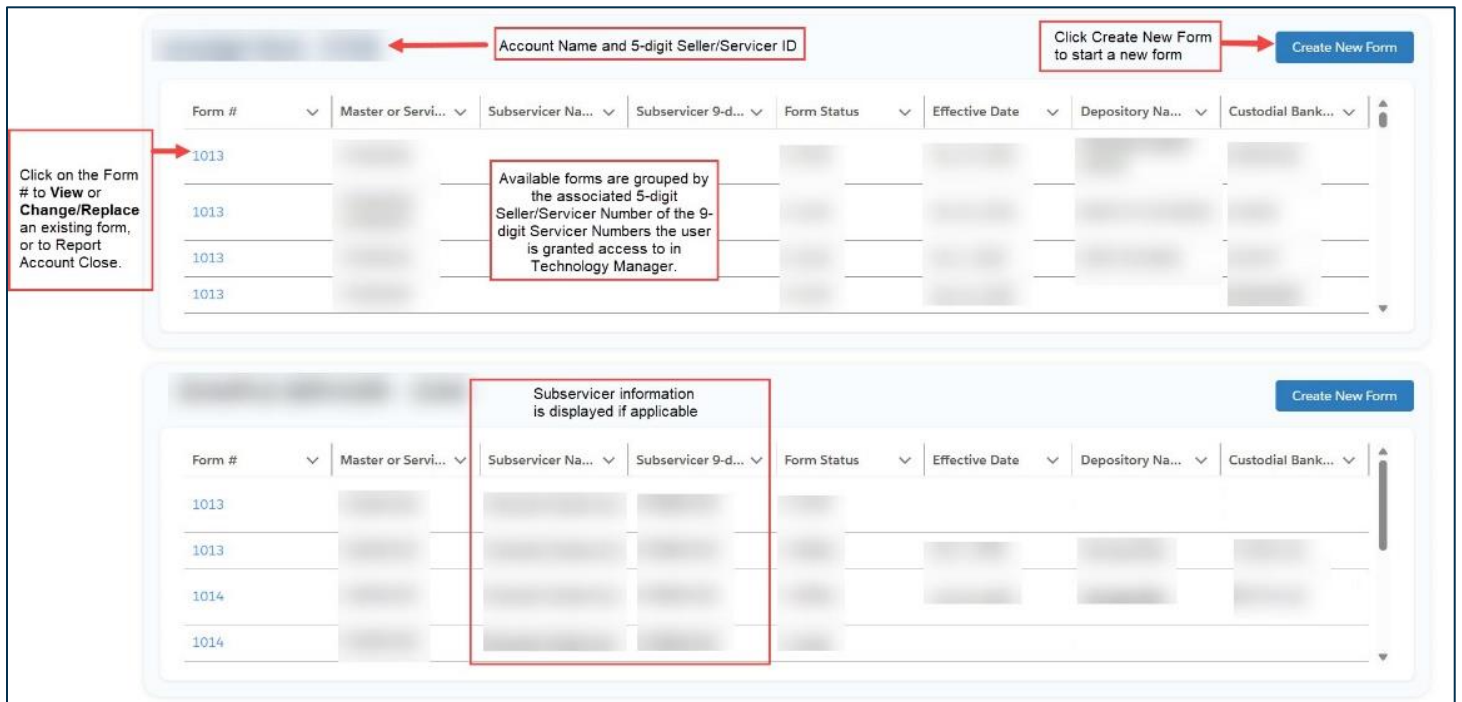


Figure 1: Landing screen with annotations

Create a New Form

When to Create a New Form

A new custodial bank account should be established with a new form in the following situations:

- A new or existing 9-digit Servicer Number is approved for servicing.
- The Master Servicer, Subservicer, or Depository has undergone a name change or merger.

Additionally, a new form is required in these scenarios:

- An established 9-digit Servicer Number will begin making deliveries under a new remittance type.



- A Master Servicer establishes a new Subservicing relationship.
NOTE: A new DAA Form 101 must also be submitted in these situations.

How to Create a New Form

From the application landing page, navigate to the 5-digit Business Unit table, identify the 9-digit Servicer Number(s) that need a new form, and select **Create New Form** in the top-right corner.

On the Create a New Custodial Account Form modal, select **Form 1013** or **Form 1014**, then select at least one **9-digit Servicer Number** to be associated with the Form. Click **Next**.

Create a New Custodial Account Form

* Please select a Custodial Account Form

- Form 1013 - Letter of Authorization for P&I Custodial Account - Single Family
- Form 1014 - Letter of Authorization for T&I Custodial Account - Single Family
- Form 2050 - Letter of Authorization for Multifamily P&I Custodial Account
- Form 2051 - Letter of Authorization for Multifamily Collateral Agreement Custodial Account
- Form 2052 - Letter of Authorization for Multifamily T&I Custodial Account

Select Servicer(s) from the list below:

Note: If you need to change or replace an existing form with a Status of "In Effect", please return to the previous screen and click on the Form # for that 9-digit Servicing Number.

<input type="checkbox"/>	Master Servicer Na... ▾	Master Servicer 9-di... ▾	Sub Servicer Name ▾	Sub Servicer 9-digit ▾
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Next

Figure 2: Select Form and 9-digit Servicer Numbers



Enter the **ABA #** of the Depository and the Remittance Type. Click **Next**.

NOTE: Form 1013 allows the selection of single remittance type, while Form 1014 allows for selection of multiple remittance types.

Create a New Custodial Account Form

* ABA #

* Remittance Type

- None--
- Actual/Actual
- Scheduled/Actual
- Scheduled/Scheduled MRS (Portfolio Mortgages)
- Scheduled/Scheduled (MBS Pools)
- Excess Yield (Strip MBS)
- Reverse Mortgage

Previous Next

Figure 3 Form 1013 Remittance Type selections

Create a New Custodial Account Form

* ABA #

* Remittance Type

Select one or more values that apply.

- Actual/Actual
- Scheduled/Actual
- Scheduled/Scheduled MRS (Portfolio Mortgages)
- Scheduled/Scheduled (MBS Pools)
- Excess Yield (Strip MBS)
- Reverse Mortgage

Previous Next

Figure 4: Form 1014 Remittance Type selection

The system will automatically identify the Depository Institution based on the entered ABA #, and evaluate if the Depository Institution meets the criteria to act as the custodian for the selected Remittance Type(s) as outlined in [Single-Family Servicing Guide section A4-1-02, Establishing Custodial Bank Accounts](#).

If the Depository Institution passes the evaluation, the next screen will be displayed.

If the Depository Institution is inactive, not found, or doesn't meet eligibility criteria, a message will be displayed. You can correct the ABA# if necessary and then search again, or you contact custodial_account@fanniemae.com for assistance and additional information.



NOTE: The servicer must still follow the procedures and requirements in [F-1-03, Establishing and Implementing Custodial Accounts](#) for establishing, implementing, and monitoring custodial accounts and bank instructions for drafting. See [A2-1-02, Servicer’s Duties and Responsibilities Related to MBS Mortgage Loans](#) for additional information.

Entering the Custodial Account Information

Enter the required information including the **Effective Date** that the account will be used. Please note that the **Branch Address** information must be the physical address of the bank branch where the custodial account has been established. Post office box # or general addresses are not allowed.

Scroll down to view pre-populated fields. If you need to make any corrections, click **Previous**, otherwise click **Next**.

Create a New Custodial Account Form

Please Enter the Following Information as Applicable

* Custodial Account #

* Effective Date

Branch Name / Branch #

* Branch Address:

* Country

Interest Bearing Account

* Street

* City

* State/Province

* Zip/Postal Code

* Consolidated Draft Account

--None--

--None--

MBS

Non-MBS (A/A, S/A, S/S MRS)

Custodial Account Information Entry

Master/Servicer Name

Master/Servicer 9-digit(s)

Depository Name

ABA #

Form #

1013

Remittance Type

Actual/Actual

Previous Next

Figure 5: Enter Depository and Custodial Bank Account Information



Provide Signer Information

Search for the **Servicer or Subservicer Representative's Name** and for the **Depository Representative's Name** in the respective fields. This enables the form to be routed to the appropriate contact for electronic signatures.

Create a New Custodial Account Form

Provide Signer Information

Select the appropriate signer for each role below. If the contact doesn't appear in the search results, click on the down arrow button under each representative field to add a new one.

* Servicer Representative's Name

Search People... [Q]

▼

* Depository Representative's Name

Search People... [Q]

▼

Previous Create Form

Figure 6: Search for Servicer and Depository Signer

If a contact match was found, you will be prompted to select that contact.

If the Phone Number and/or Title fields are not populated, you will be navigated to a different screen to update those fields. Click **Save**.

If the contact doesn't appear in the search results, click on the **down arrow** button under each Servicer Representative's Name field to add a new contact. Click **Save**

Create a New Custodial Account Form

Provide Signer Information

Select the appropriate signer for each role below. If the contact doesn't appear in the search results, click on the down arrow button under each representative field to add a new one.

* Servicer Representative's Name

Search People... [Q]

^ Add New Contact

* First Name [] * Title []

Middle Name [] * Email []

* Last Name [Manson] * Phone Number []

Cancel Save

Figure 7: Create a new signer contact

Once the Contact information is complete click **Create Form** to view the completed Custodial Account Form.



Review Form Information

▼ Custodial Account Form Information

Form #	Form Status
Master Servicer Name	Master Servicer Number(s)
Subservicer Name	Subservicer Number
Custodial Bank Account Number	Effective Date
Remittance Type	Consolidated Draft Account
Interest Bearing Account	

▼ Signatory Information

Servicer Representative's Name	Servicer Representative's Title
Servicer Representative's Email	Servicer Representative's Phone Number
Depository Representative's Name	Depository Representative's Title
Depository Representative's Email	Depository Representative's Phone Number

▼ Depository Information

ABA #	Depository Account Name
Branch Name and/or Number	Branch Address

Actions

- Edit Form
- Generate & Send for eSignatures

Figure 8: Form Information and Action Buttons

You may click **Cancel Form** if the form needs to be cancelled before it is sent out for eSignatures.

Editing a Form

If you need to make any corrections, click **Edit Form** in the Actions section.

Each section of the form opens in its own modal window, prepopulated with the information previously entered. Review and update the details as needed, this ensures accurate processing and supports automated backend workflows. If a screen doesn't require any changes, simply click **Next** to continue.

Generate and Send for eSignatures

When the form information is accurate and complete, click the **Generate & Send for eSignatures** button under the Actions section.



Figure 9: Generate & Send for Signatures

The DocuSign Recipients are displayed for the Servicer Representative and the Depository Representative. The Routing Order indicates that after the Servicer Representative signs the document, DocuSign will automatically send the form to the Depository Representative for their signature. Click **Next**.

DocuSign Recipients		
Name	Email	Routing Order
[Redacted]	[Redacted]	1
[Redacted]	[Redacted]	2

If you need to modify recipients prior to sending the form out for electronic signatures, click **Cancel**, and then click **Edit Form**.

Figure 10: DocuSign Recipients

Making Changes Prior to Sending for Signatures

If you need to make any changes to the Form or update the signers' information, select **Edit Form** to make and save your updates. When you're ready, click **Send for eSignatures**.

Click **Next** to preview the PDF Form that will be signed.

Making Changes After Sending for Signatures

If the form has been sent out for eSignatures, but information needs to be corrected, edits can be made if:

- Both the Servicer and Depository Representatives have not yet signed the form **AND**
- The landing page shows the form status as Pending Signatures.

Click **Recall Signatures** and confirm the recall. The recipients will be notified. Click **Edit Form** to update and save the necessary information, then select **Generate & Send for eSignatures** to continue the process.



Request for Signature Declined by Signer

If the form has been sent out for eSignatures and either the Servicer or Depository Representatives has declined to sign, the Form Status will be updated to Signatures Declined. If needed, you may proceed to click **Edit Form** to update and save the necessary information, then select **Generate & Send for eSignatures** again.

You may click **Cancel Form** if the form needs to be cancelled.

Fully Signed Form

Once both parties have signed via DocuSign, the Form status will change to Fully Signed. The executed document will be stored under the new Files section located on the right side of the Forms page.

When the Form reaches its specified Effective Date, the system will automatically update the status to In Effect.



Change/Replace an Existing Form

The Change/Replace function is restricted to changing certain fields on an existing form with a status of In Effect.

Allowable Changes

Adding 9-Digit Servicer Numbers belonging to the same 5-digit Seller/Servicer ID

You can add a newly established or existing 9-digit Servicer Number to an existing form, if the new Servicer Number uses the same remittance type as listed on the original form.

Removing a Servicer Number belonging to the same 5-digit Seller/Servicer ID

It is permissible to remove a 9-digit Servicer Number from an existing form, provided that at least one of the original 9-digit Servicer Numbers listed remains in use.

NOTE: If the removed 9-digit Servicer Number is still active for servicing, you must either open a new account and create a new form or add it to an existing form.

Correction of typographical errors

Corrections of the data entered or selected on the forms are allowed on most fields including the Custodial Bank Account Number and the selected form Signers contact information.

Restricted Changes

When using the Change/Replace function, changes to the following fields are not allowed:

- Form Number
- ABA #

Select the Form

On the landing screen, click on the **Form #** hyperlink for the desired form.

The screenshot displays two identical panels of a form selection interface. Each panel features a 'Create New Form' button in the top right corner. Below the button is a table with the following columns: Form #, Master or Servicer..., Subservicer Na..., Subservicer 9-d..., Form Status, Effective Date, Depository Na..., and Custodial Bank... The first panel shows four rows, all with '1013' in the 'Form #' column. The second panel shows four rows, with the first two having '1013' and the last two having '1014' in the 'Form #' column. The other columns in both panels contain blurred text, representing redacted information.



Figure 11: Click on Form # to view the In Effect form

On the Form record, click the **Change/Replace** button located under the Actions section.

Figure 12: Change/Replace

When you begin the Change/Replace process, the system guides you through the same steps outlined in the [creating a new form](#) section. Each section opens in its own modal window, pre-populated with the original form details, making it easy to review and update information. These updates help ensure accurate processing and support automated backend workflows. If a screen doesn't require any changes, click **Next** to continue.



Glossary

ABA #: The American Bankers Association (ABA) issues a unique identifier known as an ABA # to each depository institution. Additional information including a looking tool can be found on the [American Bankers Association site](#).

Custodial Bank Account: A bank account that a seller/servicer must establish to hold the funds of others—the borrower and Fannie Mae—as opposed to any account established to hold the seller/servicer’s corporate funds.

Depository Institution: Financial entities that accept monetary deposits from consumers and businesses.

Execution or Remittance Type: A way of determining the composition of the servicer’s required remittance to Fannie Mae. For portfolio mortgage loans, there are three types (actual/actual, scheduled/actual, and scheduled/scheduled).

Form Status:

- **In Draft:** The form has been partially completed.
- **Pending Signatures:** The form has been sent via DocuSign for electronic signatures
- **Signatures Declined:** Either the Servicer, Subservicer, or Depository have declined to sign the form.
- **Fully Signed:** The form has been signed by all parties; however, the current date is prior to the Effective Date on the form.
- **In Effect:** The form has been signed by all parties and the current date is on or after the Effective Date on the form.
- **Pending Replacement:** The custodial information on the existing form is still valid; however, the form is in the Change/Replace Process. Once the Change/Replacement process is completed, the form status will be updated to Fully Signed or In Effect.