User Guide to Electronic Schedule Q Disclosure

1) Go to http://www.freddiemac.com/mbs and click on the "Information Requests" link on the left side of the webpage under "Mortgage Securities"

2) Click on "Electronic Schedule Q Portal" on the left under "Information Requests"

3) Click on "Portal Login" in the upper right hand side of the "Electronic Schedule Q Portal" webpage

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Electronic Schedule Q Portal

Portal Login 🔒

Freddie Mac is now providing a new tax reporting service for registered holders of Freddie Mac REMIC residual securities. After registering with Freddie Mac, REMIC residual holders may come to the Freddie Mac website, be authenticated, and then request REMIC residual quarterly tax reporting information in either a PDF (Portable Document Format) or CSV (comma-separated value) format by year and quarter for periods in which they are a holder.

If you are a REMIC residual holder and have not yet registered with Freddie Mac to access this portal, you may do so by following the below instructions:

1. Complete the Web Site User Agreement [DOC]
2. Complete the Form W-9 [PDF]
3. Email both documents to itr_team@freddiemac.com or fax both documents to (571) 382-4385

Your registration status will be emailed to the email address provided within 5 business days.

- Electronic Schedule Q Portal User Guide [DOC]
- Electronic Schedule Q Portal FAQs [PDF]
- Electronic Schedule Q CSV file layout [XLS]

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4) In the "Download IRS Tax Form 1066 Schedule Q" screen, enter in the last four digits of a Holder's TIN, E-Mail Address, and Zip Code into the appropriate fields. This user-input information must match the information provided on the "Web Site User Agreement" Appendices A & B. In the Code field, enter the 6-character code provided. The letter case must be respected.

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Download IRS Tax Form 1066 Schedule Q

Download IRS Tax Form 1066 Schedule Q

Self-Service Lookup

* Indicates required fields

Email Address *	
Postal Code *	First 5 Digits of your Postal Code Format: #####
Last 4 Digits of Tax Identification Number *	Enter last 4 digits only. Format: ####

1tgnun

Code *	Enter the code seen on the left.

Submit   Clear

5) From the "Select a TIN" field, select which TIN(s) you would like Schedule Qs for. To retrieve Schedule Qs for multiple TINs at once, hold down the CTRL button on the keyboard while clicking on desired TINs. All TINs associated with your authentication information (TINs listed on Appendix B of the "Web Site User Agreement") are included as options.

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Select Schedule Q

* Indicates required fields

Select a TIN *	11-1111111 22-2222222 33-3333333
Select a Year *	2010
Select one or more Quarter *	☑ 1st Quarter ☐ 2nd Quarter ☑ 3rd Quarter ☑ 4th Quarter
Select a format *	CSV

Submit   Clear

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6) Select a Year from the drop down menu. The web site is designed to provide Schedule Qs for all residual positions held in a given quarter so the Holder can go to the web site once and save all the necessary Schedule Q data.

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Select Schedule Q

* Indicates required fields

Select a TIN *	11-1111111
	22-2222222
	33-3333333

Select a Year *	2010 ▾
Select one or more Quarter *	2011
	2010
	2009
	2008
	2007
	4th Quarter

Select a format *	CSV ▾

Submit   Clear

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7) Select the check boxes next to the quarter(s) that you want to retrieve. More than one quarter per submission may be selected.

8) Choose CSV or PDF from the drop down menu for the format you would like and then select "Submit." Next, choose to 'Open' or 'Save' the generated file.

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Select Schedule Q

* Indicates required fields

Select a TIN *	11-1111111 22-2222222 33-3333333
Select a Year *	2010
Select one or more Quarter *	☑ 1st Quarter ☐ 2nd Quarter ☑ 3rd Quarter ☑ 4th Quarter
Select a format *	CSV CSV PDF

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Note: The Electronic Schedule Q Portal was designed to work with Microsoft Internet Explorer 7® or later.