

# Checklist for Counterparty Authorization Forms



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Use this checklist while completing your Certificate of Incumbency forms, which are due to Freddie Mac no later than May 31, 2009. Be sure the appropriate person in your organization completes these forms, e.g., Secretary, Asst. Secretary, General Counsel, General Partner, Managing Partner, or Managing Member, as applicable. Call (800) FREDDIE (800- 373-3343) if you need assistance.

Certificate of Incumbency	<input checked="" type="checkbox"/>
You must choose the correct form: <b>Form 988SF</b> , Corporation or Limited Liability Company Certificate <b>Form 989SF</b> , Sole Proprietorship or Partnership Certificate	
Document must be free of whiteout, strikethroughs or other changes.	
Document must contain "wet signatures" for signers and all "Authorized Persons".	
Document must be signed by the Secretary, Asst. Secretary, General Counsel, General Partner, Managing Partner or Managing Member, as applicable.	
Document must be notarized with a "wet signature".	

Board Resolution	<input checked="" type="checkbox"/>
Label the Board Resolution or other governing body Resolution at the top of document "Exhibit A".	
Label the attachment to the Resolution "Exhibit A-1", which must list all of the "Authorized Persons" identified on the certificate of incumbency.	
Document must be free of whiteout, strikethroughs or other changes.	
Document must be signed by the Secretary, Asst. Secretary, General Partner, Managing Partner or Managing Member, as applicable.	

Form 483 – Wire Transfer Authorization	<input checked="" type="checkbox"/>
Document must be free of whiteout, strikethroughs or other changes.	
Sections 1-8 – You must complete these sections in their entirety. Make sure you have supplied the correct: Freddie Mac Seller/Servicer Number Bank ABA Number Bank Account Number	
Section 9 - You must select the correct response: <b>FOR ATTENTION OF</b> – if you would like to identify a specific department or section within your organization that should be notified of receipt of funds, or <b>IMMEDIATELY PHONE</b> – (Name and Phone Number) to provide a name and phone number of someone in your organization to call upon receipt of funds.	
Section 10 - You must select the correct status: <b>Setup Initial Instructions:</b> You must select this box if you are a new customer <b>Change Instructions:</b> You must select this box if you need to make changes to the existing instructions, e.g., changing account number or ABA number <b>Additional Instructions:</b> You must select this box to create an additional set of wire instructions <b>Recertify/Reconfirm Instructions:</b> You must select this box if you are submitting this Form to reconfirm existing instructions	
Section 11 – You must obtain the correct signature. Must be signed by a VP or higher and identified as an "Authorized Person" on the certificate of incumbency.	
Document must be notarized with a "wet signature".	

<b>Form 1132 Authorization for Automatic Transfer of Funds Through the Automated Clearing House (ACH)</b>	<input checked="" type="checkbox"/>
Document must be free of whiteout, strikethroughs or other changes.	
Document must be signed by a VP or higher and identified as an "Authorized Person" on the certificate of incumbency.	
Document must be notarized with a "wet signature".	

<b>Form 987E Wire Transfer Authorization for a Cash Warehouse Delivery</b>	<input checked="" type="checkbox"/>
You must complete this form only if you use a Warehouse Line of Credit for your Freddie Mac loans.	
You must complete all sections in their entirety.	
Document must be free of whiteout, strikethroughs or other changes.	
Document must be signed by a VP or higher and identified as an "Authorized Person" on the certificate of incumbency.	
Document must be notarized with a "wet signature".	

<b>Form 900 Selling System Authorized User Identification and Certification Form</b>	<input checked="" type="checkbox"/>
You must complete this form only if you want to add, delete, or change a user role in the selling system.	
You must complete all sections in their entirety.	
Document must be free of whiteout, strikethroughs or other changes.	
Document must be signed by a VP or higher.	

Legal disclaimer:

This document is not a replacement or substitute for the instructions and other information found in the *Single-Family Seller/Service Guide*, and /or terms of your Master Agreement and/or Master Commitment. Please seek the assistance of your legal counsel when preparing the Board Resolution or other governing body resolution and the Certificate of Incumbency. © Freddie Mac