

To submit post-fund data corrections to Freddie Mac, use the Post-Fund Data Correction Request (DCR) tool (henceforth referred to simply as *DCR*). Because the DCR is subject to periodic updates, Freddie Mac recommends bookmarking the [Sell & Deliver](#) Webpage for quick access to the most up-to-date version to avoid delays in processing your request. The purpose of this document is to help you access the DCR, understand its contents, and learn how to use it to submit your data corrections to Freddie Mac. The following topics are covered:

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## Accessing DCR

Follow these steps to access the Post-Fund DCR:

1. Navigate to [www.FreddieMac.com/learn/deliver/index.html](http://www.FreddieMac.com/learn/deliver/index.html).
2. Click **Post-Fund Data Correction Request (DCR)**.
3. Save the file, changing the filename to something appropriate to you.

## Understanding the Contents of DCR

The DCR is an Excel (.XLS) workbook containing three worksheets. You must complete the External Reps & Warrant and the Change worksheets before submitting the DCR to Freddie Mac for processing. The table that follows describes the contents of each worksheet.

Tab Name	Worksheet Description
External Reps and Warrant	<p>The worksheet contains the following:</p> <ul style="list-style-type: none"> <li>• Seller acknowledgement of representations and warranties of the loan data under the Freddie Mac <i>Single Family Seller/Servicer Guide</i>.</li> <li>• Seller Authorization and contact information.</li> <li>• Freddie Mac Post-Fund Email address.</li> <li>• Information for emailing the DCR.</li> <li>• Identification of the data fields certified by the Document Custodian which display on the Note. If the correction request involves a certified data field, you must provide a copy of the Note.</li> <li>• A Comment section for the Seller to provide any additional clarifying information to assist in processing the request.</li> </ul>

Tab Name	Worksheet Description	
Change	<p>This worksheet identifies the loan and the data you want to correct for each loan. You will complete the applicable information in each column of this worksheet. The table that follows describes the purpose of each column.</p>  <p>When submitting corrections for multiple data fields on a single loan, each data field correction is processed separately. Therefore, each data field correction must be entered on a separate row in the worksheet. For example, if you are correcting four data fields on a single loan, the worksheet should show four separate corrections (on four separate lines) for the same loan.</p>	
	Column Name	Description
	Loan Number	Identifies the loan by the Freddie Mac loan number, the Seller loan number (Seller Loan Identifier), or the Servicer loan number.
	Field type	A listing of the section names in the Loan Selling Advisor® loan page. The Field type must be populated before a field name can be selected. Refer to the Instructions worksheet for a list of field types and the associated Field names.
	Field name	A list of the loan delivery data fields under the Uniform Loan Delivery Dataset (ULDD). See the Instructions worksheet for a list of Field types and the associated Field names.
	Current Incorrect Value	The current value of the loan delivery data field—the value that was incorrectly delivered to Freddie Mac.
Correct Value	The correct value of the loan delivery data field. This is the value that will override the incorrectly delivered data.	
Instructions	<p>This is a read-only worksheet designed to assist you with general information. It contains the following:</p> <ul style="list-style-type: none"> <li>• Helpful hints.</li> <li>• Tips for adding, deleting, or changing various types of data corrections.</li> <li>• A complete list of all field types, field names and field Formats</li> </ul>	

### Completing the DCR

Before submitting the DCR, use the following instructions to complete the worksheets:

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### Completing the External Reps & Warrant Worksheet

Complete the External Reps & Warrant worksheet by doing the following:

1. Click the **External Reps & Warrant** tab to open the worksheet.

2. Complete all the information in the **Authorization** section:

Field Name	Required Information
Seller Servicer #	Six-digit Freddie Mac Seller/Service ID.
Name	Name of the individual submitting the correction form.
Phone #	Phone number of the individual submitting the correction form.
Email Address	Email address of the individual submitting the correction form.
Name of company	Name of the Seller organization.
Title	Title of the individual submitting the correction form.
Date Submitted	Date the correction form is submitted.
Fax #	Fax number of the individual submitting the correction form.

3. Complete the comments section to assist Freddie Mac in processing the request. This section would include information such as the following:
- a) Additional contact information for the individual or company submitting the correction request.
  - b) The reason the correction is being requested.
  - c) Clarification regarding supporting documents attached to the DCR.

**Completing the Change Worksheet**

Complete the Change worksheet by doing the following:

1. Click the **Change** tab to open the worksheet, and follow the instructions in the table that follows:

Column/ Row	Description and Tips	What to Enter
A	The type of loan number. To correct multiple data fields on a single loan, each data field must be entered on a separate row. For example, if a loan has four corrections, the loan number will display on four separate rows.	Click the drop-down arrow in the header row of column A to identify the type of loan number — Freddie Mac Loan #, Seller Loan # (Seller Loan Identifier) or Servicer Loan #.
A2	The loan number.	Enter the loan number.
B	The name of the section in the Loan Selling Advisor Modify loan page where the data delivery field is located.	Click the drop-down arrow and select the name of the section where the data field resides.

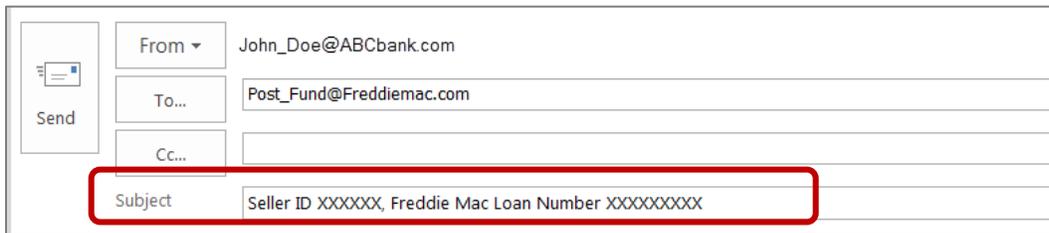
Column/ Row	Description and Tips	What to Enter
C	<p>The name of the data field that needs to be corrected. Refer to the Instructions tab to identify the exact name of the Loan Selling Advisor field or to cross reference the field name with the field type.</p>	<p>Click the drop-down menu and select the Field name.</p>
D	<p>The existing incorrect value of the data delivery field. Additionally, consider the following:</p> <p>To correct a ULDD field, enter the same value sent to Freddie Mac at loan delivery.</p> <p>Enter the incorrect value as it was originally delivered. Changing the original value in some way — such as by providing an abbreviated value instead of the actual incorrect value — can delay the processing of the correction.</p> <p>Leave this field blank if it was not part of the original loan delivery data.</p>	<p>Enter the incorrect value originally delivered in Loan Selling Advisor at loan delivery, or leave it blank if the field was not part of the original loan delivery</p>
E	<p>The correct value of the data field under the ULDD — a correct dollar value or data format. Additionally, consider the following:</p> <ul style="list-style-type: none"> <li>• Ensure the value you enter does not contain typos, and ensure that it meets the Loan Selling Advisor delivery format. For instance, if you are entering a dollar value, be sure to use the format required by Loan Selling Advisor. Refer to the Instructions tab for additional information. If you enter an incorrect format, you will receive an invalid format error message.</li> <li>• Adding, deleting or changing certain types of data may require multiple corrections for the same loan. For example, when adding a borrower, several data fields that were not part of the original delivery data received by Freddie Mac need to be added. Refer to the Instructions tab for added guidance when adding, deleting, or changing data for the following data correction types: <ul style="list-style-type: none"> <li>• Borrower</li> <li>• Non HELOC</li> <li>• Down Payment</li> <li>• Cash Out/No Cash Out Refinance Info</li> <li>• Credit Score Impairment</li> <li>• HELOC</li> <li>• Mortgage Insurance</li> <li>• Closing Costs</li> <li>• Temporary Subsidy Buydowns</li> <li>• Ethnicity Type for existing borrower</li> </ul> </li> <li>• Leave the Correct Value blank if the Current Incorrect Value contains a value you want to delete.</li> </ul>	<p>Enter the correct value of the ULDD data field, or leave it blank to delete the value in the Current Incorrect Value field.</p>

-  The Last Paid Installment Due Date (Formerly known as Due Date Last Paid Installment) may only be corrected through the Post-Fund Data Correction process if it was originally delivered incorrectly to Freddie Mac.
-  Correcting certain data fields, may inadvertently affect other data fields. For example, changing the Loan Purpose Type from Purchase to Refinance requires you to supply the Refinance Program Identifier in addition to other data points; therefore, it is important to pay close attention to the data you want corrected to ensure your request is complete.
-  For fields with multiple occurrences — such as Down Payment Type and Closing Costs Funds Type — ensure all associated fields are entered, even if the dollar amount is not changing.

### Saving and Submitting the DCR

Once all the required fields are completed, follow these steps to submit the form:

1. Save your Excel spreadsheet DCR.
2. Email the DCR to [Post\\_Fund@Freddiemac.com](mailto:Post_Fund@Freddiemac.com) with an email subject line that contains your Seller ID number and the Freddie Mac loan number for the first loan listed on the change tab, as shown in the figure that follows.



From	John_Doe@ABCbank.com
To	Post_Fund@Freddiemac.com
Cc	
Subject	Seller ID XXXXXX, Freddie Mac Loan Number XXXXXXXXXX

3. If you are requesting a correction for a data field that has been certified, you must attach a copy of the Note along with any additional supporting documents, when submitting the correction forms. Attachments must be submitted as PDF files.
4. Upon receipt of the request, you will receive a return email from [Post\\_Fund@Freddiemac.com](mailto:Post_Fund@Freddiemac.com) confirming that Freddie Mac
  - a) Received your request.
  - b) Will notify you within 48 hours if additional information is needed to complete the request.
  - c) Will forward another notification after processing the corrections.
5. Allow up to five business days for your request to be processed.

### General Information and Best Practices

The following contact and general information may be helpful:

- For questions regarding post-fund data corrections, contact Customer Support at 800-FREDDIE, or forward your correspondence to [Post\\_Fund@Freddiemac.com](mailto:Post_Fund@Freddiemac.com).
- Freddie Mac encourages the use of an electronically secure method when sending email correspondence containing sensitive data.
- For corrections associated with servicing data or Service Loans, contact Customer Support at 800-FREDDIE, or contact your Freddie Mac Loan Servicing Representative.
- Incomplete requests will not be processed.
- Do not convert the DCR spreadsheet to a PDF document.

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