Selling System – Security Wire Instructions

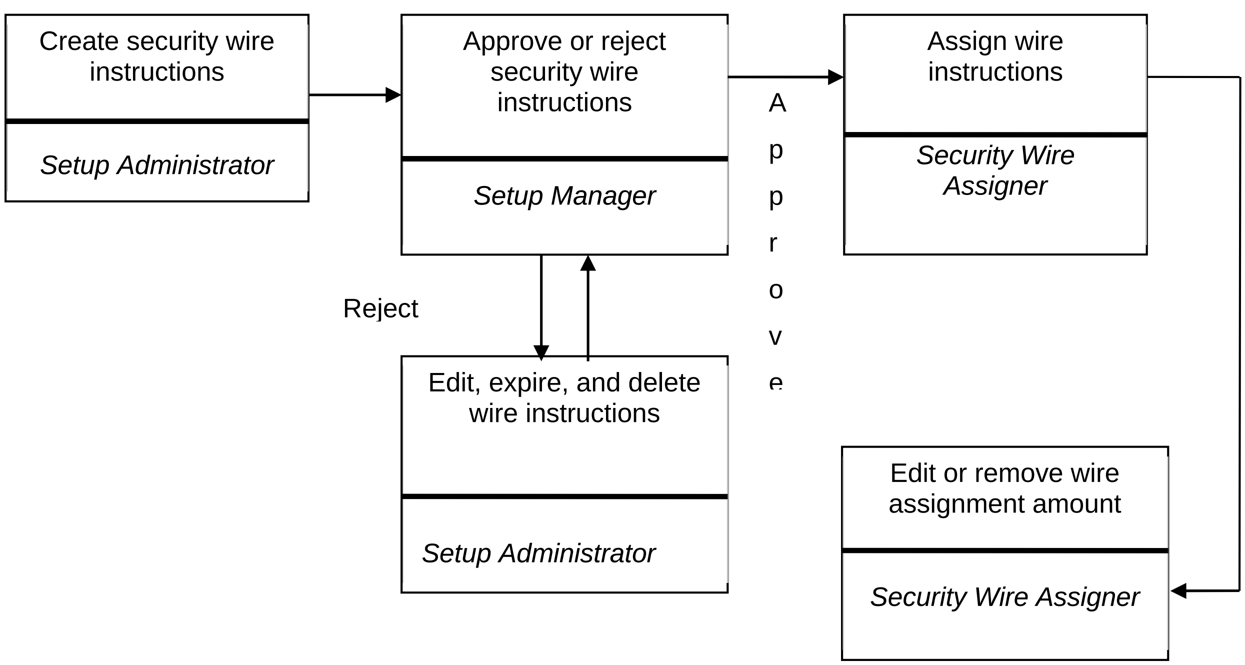
Overview

Security wire instructions are assigned at a contract level and indicate where to send the security that is associated with all of the loans in a Guarantor or Multilender contract. Since security wires include Par amounts that are specific to the contract, assigning wire instructions must be completed for each individual contract.

Creating security wire instructions is a two-step process. In order to provide different levels of control, multiple user roles are required to perform distinct functionalities. The *Setup Administrator* must setup the security wire instructions and the *Setup Manager* must approve them. Freddie Mac requires that you designate different people for each of these user roles to increase security and risk controls. Once the wire instructions are created and approved, the Security Wire Assigner may assign them.

The following diagram explains the Security Wire Instructions process flow and which user roles are required to perform these actions.

Security Wire Instructions Process Flow



Wire instructions must be assigned by 8:00 pm ET on the final delivery date in order for the contract to move into a ready to fund state. However, changes may be completed up until 8:00 pm ET on the last business day before the settlement date. If wire instructions or the Form 996E need to change on the funding date, contact Customer Support (800-FREDDIE).

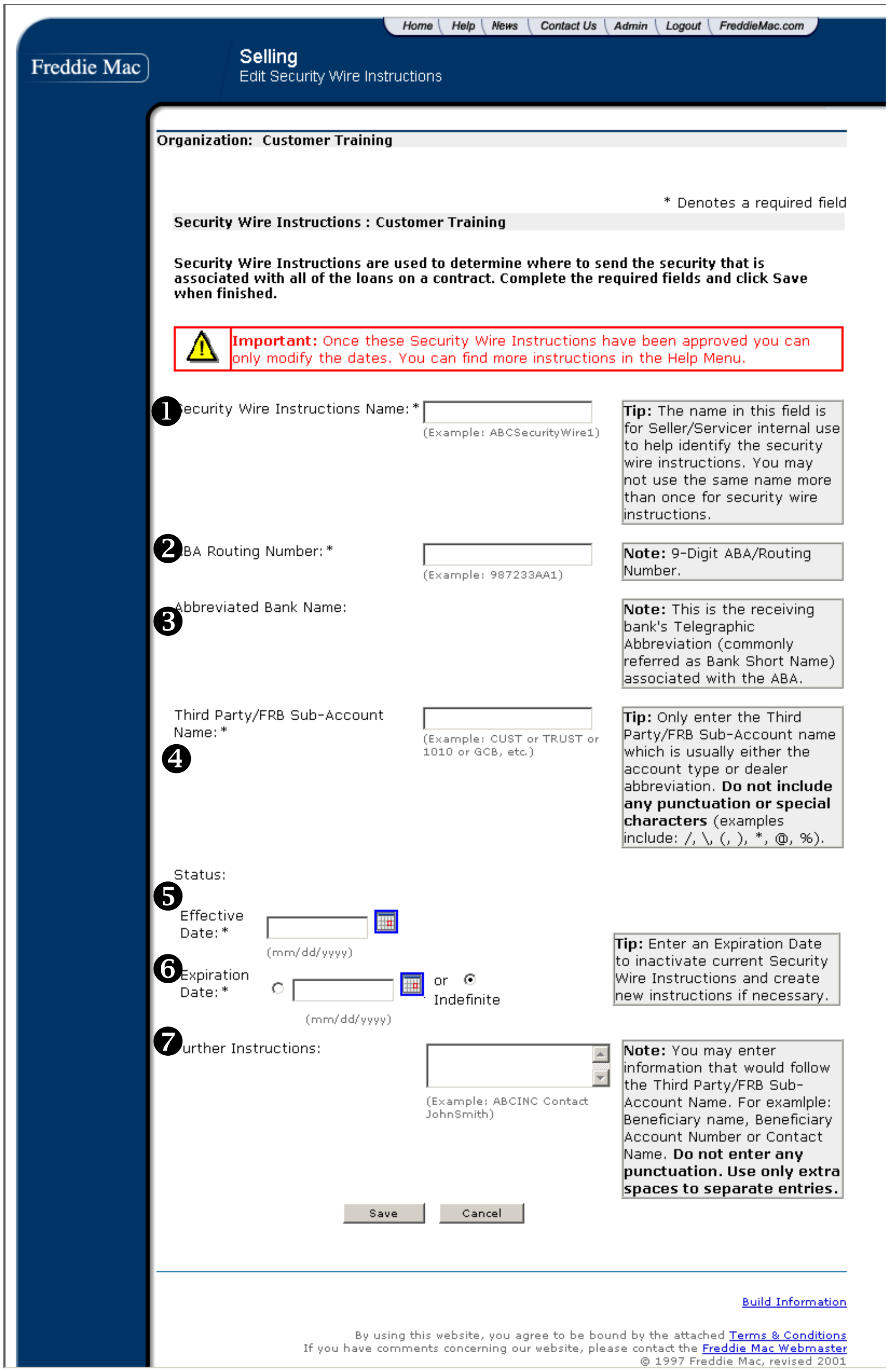
These three user roles provide access to view the wire ready status of a contract on the Contract Details screen.

Security Wire Instruction Data Field Descriptions

Use the table to determine what information is required for the selling system to create wire instructions.

Wire Instruction Data Field Descriptions		
Screen Identifier	**Selling System Data Field Name**	**Selling System Data Field Description**
1	Security Wire Instructions Name	Identifier assigned by Seller/Servicer. This field is required. **Tip**: The name in this field is for the Seller/Servicer's internal use to help identify the security wire instructions. This name should be unique.
2	ABA Routing Number	9-digit American Banking Association (ABA) Routing Number. Must be eligible for Book-Entry Securities. This is a required field. For more information visit: http://www.fededirectory.frb.org/search.cfm
3	Abbreviated Bank Name	This information is auto-populated. This is the receiving bank's Telegraphic Abbreviation (Bank Short Name) associated with the ABA routing number.
4	Third Party/FRB Sub Account Name	This is the receiving bank's Federal Reserve Bank book-entry account commonly referred to as Third Party account. Enter only the Third Party/Sub–Account name that is generally the Account Type (CUST, TRUST, INV, 1010, 1020, etc.) or a Dealer Abbreviation (BEARSMBS, MSMPI, GSMBS). This is a required field. **Caution**: Do not use punctuation or special characters. Examples include /,\, (,), *, @, %. Enter Beneficiary Name, Account Number, Contact Name and phone number, and any other data in the Further Instructions data field.
5	Effective Date	Date the wire instructions are created. The current date should be entered.
6	Expiration Date	This is the date the wire instructions expire. Defaults to Indefinite. Only enter a date if you need to assign an expiration date to the instructions in order to delete it.
7	Further Instructions	You may enter information that would follow the Third Party/FRB Sub-Account Name. This may include: o Beneficiary Name o Beneficiary Account Number o Contact Name and Phone Number **Caution**: When entering data, allow text wrap. Do not use the carriage return (Enter key) and do not enter punctuation. Use only spaces to separate entries.

Use the screen identifier number in the table above to locate the selling system data fields.


Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Freddie Mac

Selling
Edit Security Wire Instructions

Organization: Customer Training

* Denotes a required field

Security Wire Instructions : Customer Training

Security Wire Instructions are used to determine where to send the security that is associated with all of the loans on a contract. Complete the required fields and click Save when finished.

Important: Once these Security Wire Instructions have been approved you can only modify the dates. You can find more instructions in the Help Menu.

❶ Security Wire Instructions Name:* (Example: ABCSecurityWire1)

Tip: The name in this field is for Seller/Servicer internal use to help identify the security wire instructions. You may not use the same name more than once for security wire instructions.

❷ ABA Routing Number:* (Example: 987233AA1)

Note: 9-Digit ABA/Routing Number.

❸ Abbreviated Bank Name:

Note: This is the receiving bank's Telegraphic Abbreviation (commonly referred as Bank Short Name) associated with the ABA.

❹ Third Party/FRB Sub-Account Name:* (Example: CUST or TRUST or 1010 or GCB, etc.)

Tip: Only enter the Third Party/FRB Sub-Account name which is usually either the account type or dealer abbreviation. **Do not include any punctuation or special characters** (examples include: /, \, (,), *, @, %).

Status:

❺ Effective Date:* (mm/dd/yyyy)

❻ Expiration Date:* (mm/dd/yyyy) or Indefinite

Tip: Enter an Expiration Date to inactivate current Security Wire Instructions and create new instructions if necessary.

❼ Further Instructions: (Example: ABCINC Contact JohnSmith)

Note: You may enter information that would follow the Third Party/FRB Sub-Account Name. For examlple: Beneficiary name, Beneficiary Account Number or Contact Name. **Do not enter any punctuation. Use only extra spaces to separate entries.**

Save | Cancel

Build Information

By using this website, you agree to be bound by the attached Terms & Conditions
If you have comments concerning our website, please contact the Freddie Mac Webmaster
© 1997 Freddie Mac, revised 2001

Instructions

The following sets of procedures will assist you with your security wire instructions.

Setup Security Wire Instructions

The Setup Administrator must set-up the security wire instructions and then the instructions must be approved by the Setup Manager.

1. From the Welcome of the Selling System screen, click the **Admin** tab in the top menu bar. The Customer Setup Home screen appears.
2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.
3. Click **Create New**. The Edit Security Wire Instructions screen displays.
4. Complete the following required fields: **Security Wire Instructions Name**, **ABA Routing number**, and **Third Party/FRB Sub Account Name**.

   Caution: Do not use punctuation or special characters for the **Third Party/FRB Sub Account Name**. Examples include /,\, (,), *, @, %

5. Complete additional data fields as necessary.
6. Click **Save**. The View Security Wire Instructions screen displays the set of wire instructions you created.
7. Click **X** in the upper right hand corner of this screen to close the window and return to the Welcome to the Selling System screen or click **<<Back to Setup Security Wire Instructions** to add another wire instruction.

Edit Security Wire Instructions Before Approval

The Setup Administrator can edit the security wire instructions and then the Setup Manager must approve the edits.

1. From the Welcome to the Selling System screen, click the **Admin** tab. The Customer Setup Home screen displays.
2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.
3. Click the instructions you want to edit by selecting the radio button next to it.
4. Click the **Edit** button. The Edit Security Wire Instructions screen displays.
5. Make necessary modifications. You can only make changes to the following fields:
   - Security Wire Instructions Name
   - Third Party/FRB Sub Account Name
   - Effective Date
   - Expiration Date
   - Further Instructions

     If you need to make changes to any of the required data fields such as the ABA routing number, you must expire the wire instructions first, and then create a new set of instructions.

6. When finished, click **Save**. The View Security Wire Instructions screen displays.
7. Click **X** in the upper right hand corner of this screen to close the window and return to the Welcome to the Selling System screen or click **<<Back to Setup Security Wire Instructions** to add another wire instruction.

Security Wire Instructions Approval

The Setup Manager must approve security wire instructions before they can be assigned to a security.

1. From the Welcome to the Selling System screen, click the **Admin** tab in the top menu bar. The Customer Setup Home screen displays.
2. Click **Approve Security Wire Instructions**. The Security Wire Instructions Pending Approval screen displays.
3. Click on the Security Wire Instructions Name you want to approve. The View Security Wire Instructions screen displays.
4. To approve the security wire instructions, click **Approve Wire Instructions**. The Security Wire Instructions Pending Approval screen re-displays with any remaining wire instructions to approve.
5. If there are no more wire instruction to approve, click **<< Customer Setup Home** to return to the Customer Setup Home screen or click **X** in the upper right hand corner of the window to return to the Welcome to the Selling System screen.

Edit Security Wire Instructions After Approval

The Setup Administrator can edit the security wire instructions and the Setup Manager must approve the edits.

1. From the Welcome to the Selling System screen click the **Admin** tab in the top menu bar. The Customer Setup Home screen displays.
2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.
3. Click the set of wire instructions you want to edit by selecting the radio button next to it.
4. Click **Edit**. The Edit Security Wire Instructions screen displays.
5. Make necessary modifications. You can only make changes to the following fields:
   - Effective Date
   - Expiration Date

   If you need to make changes to any of the remaining data fields, you must expire the wire instructions first, and then create a new set of instructions.
6. Click **Save**. The View Security Wire Instructions screen displays.
7. Click **X** in the upper right hand corner of this screen to close the window and return to the Welcome to the Selling System screen or click **<<Back to Setup Security Wire Instructions** to add another wire instruction.

Expire Security Wire Instructions

1. From the Welcome to the Selling System screen, click the **Admin** tab in the top menu bar. The Customer Setup Home screen displays.
2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.
3. Click the set of wire instructions you want to expire by selecting the radio button next to it.
4. Click **Edit**. The Edit Security Wire Instructions screen displays.
5. Enter the current date or a future date in the **Expiration Date** field. The expiration becomes effective the day after the expiration date.
6. Click **Save**.

Delete Security Wire Instructions

1. From the Welcome to the Selling System screen, click the **Admin** tab in the top menu bar. The Customer Setup Home screen displays.
2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.
3. Click the set of wire instructions you want to delete by selecting the radio button next to it. The set of wire instructions you select must have an expiration date of at least one day earlier than the current date.

   If a wire instruction has been previously assigned to a PC Pool, remember to remove the wire instruction from the PC Pool before deleting.

4. Click **Delete**. A confirmation message appears: Are you sure you want to permanently remove this set of wire instructions?
5. Click **OK**. The security wire instructions are permanently deleted.

View Security Wire Instructions

1. From the Welcome to the Selling System screen click the **Admin** tab in the top menu bar. The Customer Setup home page appears.
2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.
3. Click the radio button next to the set of security wire instructions you want to view.
4. Click **View**. The View Security Wire Instructions screen displays.
5. You may also edit these wire instructions, by clicking **Edit** or click **<<Back to Setup Security Wire Instructions** to view another wire instruction.

   If the security wiring instructions have not been approved, you may change any of the data fields except the ABA routing number. If the wire instructions have been approved, you may change the dates, but if you need to change any of the remaining data fields, you must first expire the wire instructions, and then create a new set of instructions.

6. When finished, click **X** in the upper right hand corner of this screen to close the window and return to the Welcome to the Selling System screen.

Assign Security Wire Instructions

1. From the Contract Details screen click the **View/Assign Wire Instructions** link in the Contract Options box. The Assign Security Wire Instructions screen displays.
2. Click on the **Wire Instructions** drop down menu to select the wire instructions you want to assign to this contract.
3. Enter the wire amount in the **Wire Amount** data field or click the check box **Set wire amount to the final allocated loan UPB**. You can view the allocated loan UPB in the Wire Amount Information box displayed on the screen. The sum of the security wire amounts must be less than or equal to the security amount.
4. Click **Add Wire**. The Assign Security Instructions screen re-displays with the wire you just added.
5. Click **Save Security Wire Instructions**. The Security Wire Instructions Confirmation screen displays a confirmation message the wire instructions have been successfully saved.

   The entire unpaid principal balance of the PC Pool (Security) must be assigned before the contract and loans can enter a Ready to Fund status.

Remove or Edit a Security Wire Instruction Assignment

1. From the Contract Details Screen click the **View/Assign Wire Instructions** link in the Contract Options box. The Assign Security Wire Instructions screen displays.
2. Select the wire instructions you want to remove or edit from the **Wire Instructions** drop down menu.
   To Remove:
   - Click **Remove**. The Assign Security Wire Instructions screen re-displays with the selected wire assignment removed from the contract.

   To Edit:
   - Enter the wire amount in the **Wire Amount** data field or click the check box **Set wire amount to the final allocated loan UPB**. You can view the allocated loan UPB in the Wire Amount Information box displayed on the screen. The sum of the security wire amounts must be less than or equal to the security amount.
   - Click **Add Wire**.
   - Click **Save Security Wire Instructions**. The Security Wire Instructions Confirmation screen displays a confirmation message the wire instructions have been successfully saved.