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Ginnie Mae is authorized to collect this information pursuant to Section 306(g) of the National Housing Act and/or by Ginnie Mae's Handbook 5500.3, Rev. 1. The purpose of this collection is to be used by an Issuer to complete monthly reporting as required by Chapter 31 of the Ginnie Mae Guide. The information collected will not be disclosed outside the Department except as required by law.

## **APPENDIX VI-14**

# **Ginnie Mae Enterprise Portal (GMEP) Reporting and Feedback System (RFS) Multifamily Prepayment Penalty Record File Layout**

**Applicability:** Ginnie Mae I MBS Program only. Multifamily Issuers only.

**Purpose:** To be used by an Issuer to complete monthly reporting as required by Chapter 31 of the Ginnie Mae Guide. Monthly prepayment penalty data must be submitted to Ginnie Mae's Reporting and Feedback System (RFS).

**Prepared by:** Issuer.

**Prepared in:** Electronic form. Submitted via the Ginnie Mae Enterprise Portal File Upload application.

**Due Date:** Multifamily Prepayment Penalty data should be reported between the 1<sup>st</sup> business day of the month and 7 pm of the 4<sup>th</sup> business day of the month.

## Ginnie Mae Multifamily Prepayment Penalty Record

Document Version	History
Version 1.0	Initial Version

### File Naming instructions for Multifamily Prepayment Penalty:

The naming convention is: **MFPPIIIIMMYYSN.txt** where:

MFPP—is constant. Multifamily Prepayment Penalty

III – is the Issuer ID. E.g. 3937

MMYY – is the reporting period. Month Year

SN—is the file Sequence Number. Ex. 01, 02, 03 (In order to distinguish between multiple files, the Sequence Number should not be repeated in a given month).

E.g. **MFPP3937071501.txt**

Each file should consist of a Header Record, a Multifamily Prepayment Penalty Data Record, and a Trailer Record in that order. Files will be processed in the order in which they arrive.

Below is the summary of Record Types in the file. All records and fields are fixed length.

### Record Type H Overall File Header Record

Item	Field Name	Begin	End	Type	Length	Remarks
1	Record Type H = File Header	1	1	Character	1	Constant "H"
2	Issuer ID	2	5	Numeric	4	
3	Record Date (YYYYMM)	6	11	Date	6	YYYYMM
	Record Length		11			

### Header Record Field Instructions

1. Record Type: "H" for File Header
2. Issuer ID: Issuer number that Ginnie Mae assigned to the organization.
3. Record Date: The Ginnie Mae reporting month.

**Record Type P**  
**Multifamily Prepayment Penalty Data Record**

Item	Field Name	Begin	End	Type	Length	Remarks
1	Record Type P = MF Prepayment Penalty Record	1	1	Character	1	Constant P – MF Prepayment Penalty
2	Reporting Period	2	7	Date	6	YYYYMM
3	Issuer ID	8	11	Numeric	4	Must be a valid Issuer ID
4	Pool ID	12	17	Character	6	Must be a valid Pool ID
5	Pool Type	18	19	Character	2	Must be valid pool type for the pool
6	Penalty	20	31	Numeric	12	Dollars and cents amount of penalty. 99999999.99
7	Payment Date	32	39	Date	8	MMDDYYYY
	Record Length		39			

Multifamily Prepayment Penalty Record Field Instructions

1. Record Type: “P” for Multifamily Prepayment Penalty Record.
2. Reporting Period: Ginnie Mae reporting period (YYYYMM).
3. Issuer ID: A number Ginnie Mae assigned to identify the organization.
4. Pool ID: A number uniquely assigned by Ginnie Mae to identify the pool.
5. Pool Type: The two-character value identifying the pool type of the pool.
6. Penalty: The prepayment penalty amount in dollars and cents. Must be a positive value.
7. Payment Date: The date the prepayment penalty was reported (MMDDYYYY). Must be in the current reporting period.

**Record Type T**  
**Overall File Trailer Record**

Item	Field Name	Begin	End	Type	Length	Remarks
1	Record Type T = File Trailer	1	1	Character	1	Constant “T”
2	Issuer ID	2	5	Numeric	4	
3	Record Date (YYYYMM)	6	11	Date	6	YYYYMM
	Record Length		11			

Trailer Record Field Instructions

1. Record Type: “T” for File Trailer
2. Issuer ID: Issuer number that Ginnie Mae assigned to the organization.
3. Record Date: The Ginnie Mae reporting month.