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## APPENDIX XI-9

### SERVICEMEMBERS CIVIL RELIEF ACT

### ELIGIBILITY AND REIMBURSEMENT FILES

OMB Approval No. 2503-0033 (Exp. 00/00/0000)

Public reporting for this information collection is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Ginnie Mae may not collect this information, and you are not required to submit this form, unless it displays a valid OMB control number.

The information is required by Section 306(g) of the national Housing Act or by the Ginnie Mae Handbook, 5500.3, Rev. 1. The purpose is to provide a form issuers may use to request SCRA loan reimbursements. The information collected will not be disclosed outside the Department except as required by law.

- Applicability:** Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.
- Purpose:** To be used by an Issuer to submit Servicemembers Civil Relief Act (SCRA) eligibility information and interest reimbursement requests.
- Prepared by:** Issuer.
- Prepared in:** Electronic form with signed hard copies.
- Distribution:** Send hard copy forms and packages to:
- Ginnie Mae  
ATTN: SCRA Reimbursement  
c/o Deloitte & Touche, LLP  
1919 N. Lynn Street  
Arlington, VA 22209
- Due Date:** Eligibility information is submitted on an ongoing basis. Interest reimbursement requests are to be submitted quarterly by February 10, May 10, August 10 and November 10.
- Instructions:** Chapter 34 provides additional details on the SCRA program. Loan eligibility information shall be prepared in accordance with Appendix XI-6. Quarterly Reimbursement Requests shall be prepared in accordance with Appendix XI-8.
- Issuers may upload multiple requests by using the import file format layouts. Additional instructions are available in the SCRA User Manual which can be accessed by logging into Ginnie Mae's Enterprise Portal and selecting the SCRA application.

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## SCRA Import File Formats

## **SCRA Import Files**

- **ELIG.9999** – Eligibility request data.
- **REIM.9999** – Reimbursement request data. The associated eligibility request must be approved prior to submitting a reimbursement request.

ELIG.9999 – RFS SCRA Eligibility Import File Format

**(File Name = ELIG.9999, where “9999” is the Issuer number)**

**Table 1: RFS SCRA Eligibility Import File Format**

Seq	Description	Start	End	Type	Length	Remarks
1	Ginnie Mae Loan Key	1	9	Number	9	New! Ginnie Mae Unique Loan ID
2	Active Federal Duty Start Date	10	17	Date	8	YYYYMMDD
3	Borrower Social Security Number	18	26	Number	9	
4	Borrower First Name	27	56	Character	30	
5	Borrower Last Name	57	86	Character	30	
6	Note Rate	87	93	Number	7	99.9999
7	Expected Release Date	94	101	Date	8	YYYYMMDD
8	Military Effort	102	121	Character	20	
9	Date of Request for Relief	122	129	Date	8	YYYYMMDD
10	Military Orders* Verified	130	130	Character	1	N or Y

\*Acceptable documentation of military orders includes:

- Official Military Orders
- Status Report Pursuant to Servicemembers Civil Relief Act generated by the DMDC with an active duty start date.

The Military Effort must fall within one of the following valid options:

**Table 2: SCRA Valid Military Effort Options**

Bosnia 6/4/96	Kosovo 4/29/99	Southwest Asia 4/29/99	Enduring Freedom 9/14/01	All Others 9/11/01
Joint Endeavor	Joint Guardian	Southern Watch	Operation Resolve	
Joint Guard	Task Force Falcon	Desert Thunder	Operation Noble Eagle	
Joint Forge		Desert Spring	Reassuring Presence	
Operation Noble		Desert Fox	Executive Order 13223	
Task Force Eagle		Northern Watch	Contingency 3	
		MIO	Airport Security	
	Vigilant Sentry	Homeland Defense		

**REIM.9999 – RFS SCRA Reimbursement Import File Format****(File Name = REIM.9999, where “9999” is the Issuer number)****Table 3: RFS SCRA Reimbursement Import File Format**

<b>Seq</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Type</b>	<b>Length</b>	<b>Remarks</b>
1	Ginnie Mae Loan Key	1	9	Number	9	
2	Due Date of Collection Received	10	17	Date	8	YYYYMMDD
3	Active Federal Duty Start Date	18	25	Date	8	YYYYMMDD
4	Quarter Ending	26	32	Date	7	MONYYYY
5	Current Mortgage Interest Rate	33	39	Number	7	99.9999
6	Scheduled Principal	40	52	Number	13	9999999999.99
7	Additional Principal	53	65	Number	13	9999999999.99
8	Remaining Loan Principal Balance	66	78	Number	13	9999999999.99
9	Total Payment Received (P&I)	79	89	Number	11	99999999.99
10	Amount of Interest Due at Note Rate	90	100	Number	11	99999999.99
11	Interest Collected per SCRA	101	111	Number	11	99999999.99
12	Amount Eligible for Reimbursement	112	120	Number	9	999999.99