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.

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| --- | --- |
| **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](http://www.ginniemae.gov/guide/guide_html/chap34.html) provides additional details on the SCRA program. Loan eligibility information shall be prepared in accordance with Appendix [XI-6](http://www.ginniemae.gov/guide/guide_html/app_xi-06.html). Quarterly Reimbursement Requests shall be prepared in accordance with Appendix [XI-8](http://www.ginniemae.gov/guide/guide_html/app_xi-08.html).  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. |

**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

| **Seq** | **Description** | **Start** | **End** | **Type** | **Length** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| 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 |