

## APPENDIX VI-20

### ELECTRONIC SUBMISSION OF ISSUERS' INSURANCE AND ANNUAL AUDITED FINANCIAL DOCUMENTS

OMB Approval No. 2503-0033 (Exp. 04/30/2026)

Public reporting for this information collection is estimated to average 1 hour 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

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 provide notification to Ginnie Mae, by the document custodian, of receipt of documentation pertinent to the issuance of Mortgage-Backed Securities. 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 electronically submit their annual audited financial statements (including supplemental reports), full fidelity bond insurance policy renewal(s) and/or full errors and omissions (E&O) insurance policy renewal(s) as described in Chapter 3 of the MBS Guide to Ginnie Mae.

**Prepared by:** Issuer.

**Prepared in:** Electronic form and submitted via the Ginnie Mae Central (GMC) Portal's Insurance and Financials Module. The GMC Portal is accessible via MyGinnieMae.

**Due Dates:** See table below

Document(s)	Due Date
Annual Audited Financial Statements	Within 90 days of the Issuer's fiscal year-end.
Annual Fidelity Bond Insurance Renewal	Copies of the full Fidelity Bond Insurance Policy renewal(s) and all relevant endorsements or other notifications of policy renewals must be received by Ginnie Mae via the GMC Portal within 30 days of the effective date of the insurance policy (new or renewal).
Annual Errors and Omissions Insurance Renewal	Copies of the full E&O Policy renewal(s) and all relevant endorsements or other notifications of policy renewals must be received by Ginnie Mae via the GMC Portal within 30 days of the effective date of the insurance policy (new or renewal).

**Overview**

This document provides electronic submission instructions to Issuers. Information on Issuer reporting requirements are described in Chapter 3 section 3.6(A) and 3.7(A) of the Ginnie Mae Mortgage-Backed Securities Guide. Also Chapter 6 of the HUD Audit Guide provides additional information on Ginnie Mae's supplemental reporting requirements, including the required reporting formats. The HUD Audit Guide is located at the following address <http://www.hudoig.gov/reports/consolidated.php>

**Documents that can be submitted electronically include:**

- Annual Audited Financial Statements, including required supplemental reports
- Full Fidelity Bond Insurance Policy Renewal(s) and all relevant endorsements
- Full Errors and Omissions Insurance Policy Renewal(s) and all relevant endorsements

**GMC Insurance and Financials User Manuals:**

Additional information for correct Insurance and Financial submissions can be found in the GMC Insurance and Financials User Manuals.

**Electronic Submission Instructions**

1. Issuers should login to the MyGinnieMae portal
2. Issuers should access GMC Portal by clicking on the GMC link
3. Select the appropriate Module within the GMC Portal (Insurance or Financials)
4. Click on the "Current Review Information" on the Module's home screen to begin working on the submission
5. When prompted, upload and/or enter the required information and/or documentation
6. Once all required information and/or documentation is uploaded, an Authorized Signatory listed on the Form HUD-11702 will select "Attest to the Review"
7. Once the Attestation is complete, select "Deliver to Ginnie Mae"