How to Request Post-Fund Data Corrections

Submit your post-fund data corrections to Freddie Mac using the Post-Fund Data Correction Request (DCR). Be sure to bookmark the Post-Fund Data Correction Tool webpage (https://sf.freddiemac.com/tools-learning/servicing-gateway/our-solutions/post-fund-data-correction) to access the most up-to-date Data Correction Request Form. This will ensure that you are using the most current version of the DCR to avoid delays in processing your request.

Use this reference to help you access the DCR, understand its contents, how to complete it and how to submit it to Freddie Mac. The following topics are included:

- Access the DCR

- Understand the Contents of the DCR

- How to Complete the DCR

- Save and Submit the DCR

- When Using the DCR Form

- General Information and Best Practices

Access the DCR

Follow these step-by-step procedures to access the Post-Fund Data Correction Request:

1. Go to https://sf.freddiemac.com/working-with-us/selling-delivery/post-fund-data-correction-tool

2. Click *Post-Fund Data Correction Form (XLS)*. You can access the form directly at https://sf.freddiemac.com/content/_assets/resources/doc/other/dcr_form.xls

3. A window will open, asking "What do you want to do with the DCR.XLS?" Select **Open**, **Save** or **Save as**.

4. Rename and save the file. You must complete this step before you submit a correction to Freddie Mac.

If You Select	Then
Open	The DCR workbook opens in "Read Only" mode
Save/Save As	Select a location or folder to save the file. Be sure to rename the file before clicking **Save**.

Understand the Contents of the DCR

The DCR is an Excel (.XLS) workbook containing three worksheets. You must complete the External Reps & Warrant and the Change worksheets before submitting the DCR to Freddie Mac for processing. The table below describes the contents of each worksheet.

Tab Name	Worksheet Description
External Reps and Warrant	Contains the following: - Seller's acknowledgement of representations and warranties under the Freddie Mac Single Family Seller/Servicer Guide for the loan data. - Sellers Authorization and contact information. - Freddie Mac's Post-Fund Email address. - Important information for emailing the DCR. - Identifies data fields certified by the Document Custodian which display on the Note. If the correction request involves a certified data field, you must provide a copy of the Note. - A Comment section for the Seller to provide any additional clarifying information to assist in processing the request.
Change	The Change worksheet identifies the loan and the data you want to correct for each loan. You will complete information in each column of this worksheet, if applicable. Refer to the table below to help you understand the column names and descriptions. *Note, if you are correcting several data fields on a single loan, each data field you are correcting is processed as a separate correction. Therefore, each correction must be entered on a separate row in this worksheet. For example, if you are correcting four data fields on a single loan, the worksheet will show four separate corrections for the same loan.* <table><tr><th>Column Name</th><th>Description</th></tr><tr><td>**Loan Number**</td><td>Identifies the loan by the Freddie Mac loan number, the Seller loan number (Seller Loan Identifier) or the Servicer loan number.</td></tr><tr><td>**Field Type**</td><td>Contains a listing of the section names in Loan Selling Advisor's loan screen. The Field Type must be populated before a Field Name can be selected. Refer to the Instructions worksheet for a list of Field Types and the associated Field Names.</td></tr><tr><td>**Field Name**</td><td>Contains a list of the loan delivery data fields under the Uniform Loan Delivery Dataset (ULDD). See the Instructions worksheet for a list of Field Types and the associated Field Names.</td></tr><tr><td>**Current Incorrect Value**</td><td>The current value of the loan delivery data field that was incorrectly delivered to Freddie Mac. This is the existing value that will be corrected.</td></tr><tr><td>**Correct Value**</td><td>The correct value of the loan delivery data field. This is the value that will override the incorrectly delivered data.</td></tr></table>

Tab Name	Worksheet Description
Instructions	This is a read-only worksheet designed to assist you with general information. It contains: • Helpful hints • Tips for adding, deleting or changing various types of data corrections • A complete list of all Field Types, Field Names and Field Formats

How to Complete the DCR

You must complete two worksheets in the DCR, the External Reps & Warrant and the Change worksheets, before it can be submitted to Freddie Mac for processing. Follow the steps below to complete the worksheets.

Complete the External Reps and Warrant Worksheet

1. Click the External Reps and Warrant tab to open the Worksheet.

2. Complete all the information in the Authorization section:

Name	Required Information
Seller Servicer #	Enter your six-digit Freddie Mac Seller/Servicer ID
Name	Enter the name of the individual submitting the correction form
Phone #	Enter the phone number of the individual submitting the correction form
Email Address	Enter the email address of the individual submitting the correction form
Name of company	Enter the name of your organization
Title	Enter the title of the individual submitting the correction form
Date Submitted	Enter the date you submitted the correction form
Fax #	Enter the fax number of the individual submitting the correction form

3. Complete the Comments section to assist us in processing your request. In this section, you may include information such as:

• Additional contact information for the individual or company submitting the correction request.

• The reason you are requesting a correction.

• Clarification regarding supporting documents you are attaching to the DCR.

Complete the Change Worksheet

1. Click the Change tab to open the Worksheet and follow the instructions in the table below.

Column/Row	Description and Tips	What to Enter
A	You will identify the loan by a loan number. If you are correcting multiple data fields on a single loan, each data field you are correcting must be entered on a separate row. For example, if a loan has four corrections, the loan number will display on four separate rows.	Click the drop-down arrow in the header row of column A to identify the type of loan number: Freddie Mac Loan #, Seller Loan # (Seller Loan Identifier) or Servicer Loan #.
A2	Go to row 2 of column A to enter the loan number.	Enter the loan number.
B	The Field Type identifies the name of the section of Loan Selling Advisor's loan screen where the data field resides.	Click the drop-down arrow and select the name of the section where the data field resides.
C	The Field Name identifies the data field you want to correct. Refer to the Instructions tab to identify the exact name of the Loan Selling Advisor field or to cross reference the Field Name with the Field Type.	Click the drop-down menu and select the Field Name.
D	The Current Incorrect Value identifies the existing incorrect value of the data delivery field. Use these tips: • If you are correcting a ULDD field, enter the same value sent to Freddie Mac at loan delivery. • If you enter an incorrect value, such as an abbreviated value, it can delay the processing of the correction. Leave the Current Incorrect Value field blank if the field was not part of the original loan delivery data.	Enter the incorrect value you delivered in Loan Selling Advisor at loan delivery or leave blank if the field was not part of the original loan delivery

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Column/Row	Description and Tips	What to Enter
E	The **Correct Value** identifies the correct value of the data field under the ULDD, a correct dollar value or data format. Use these tips: • Enter the ULDD value for the data field you want to correct. Ensure the value you enter does not contain typos and meets the Loan Selling Advisor delivery format. For instance, if you are entering a dollar value, be sure to use the format required by Loan Selling Advisor or refer to the Instructions tab for additional information. If you enter an incorrect format, you will receive an invalid format error message. • Adding, deleting or changing certain types of data, may require multiple corrections for the same loan. For example, when adding a borrower, you will add several data fields that were not part of the original delivery data received by Freddie Mac. Refer to the Instructions tab for added guidance when adding, deleting or changing data for the following data correction types: <table><tr><td>Borrower</td><td>HELOC</td></tr><tr><td>Non HELOC</td><td>Mortgage Insurance</td></tr><tr><td>Down Payment</td><td>Closing Costs</td></tr><tr><td>Cash Out/No Cash Out Refinance Info</td><td>Temporary Subsidy Buydowns</td></tr><tr><td>Credit Score Impairment</td><td>Ethnicity Type for existing borrower</td></tr></table> • Leave the Correct Value blank if the Current Incorrect Value contains a value you want to delete.	Enter the correct value of the ULDD data field, or leave it blank if you want to delete the value in the Current Incorrect Value field

The Last Paid Installment Due Date (Formerly known as Due Date Last Paid Installment) may <u>only</u> be corrected through the Post-Fund Data Correction process if it was originally delivered incorrectly to Freddie Mac.

Correcting certain data fields, may inadvertently affect another data field. For example, if you change the Loan Purpose Type from Purchase to Refinance, you will need to supply the Refinance Program Identifier in addition to other data points. Therefore, it is important to pay close attention to the data you want corrected to ensure your request is complete.

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Save and Submit the DCR

Once all the required fields are completed, you are ready to save and submit your form. Follow these step-by-step procedures to save and submit the form.

1. Chose **File: Save As** from the Excel menu. The Save As window will display.

2. Select the location and name the file.

3. Click **Save**.

4. Email the completed DCR to Post_Fund@Freddiemac.com with an email subject line that contains your Seller ID number and the Freddie Mac loan number for the first loan listed on the change page.

5. If you are requesting a correction for a data field that has been certified, you must attach a copy of the Note along with any additional supporting documents when submitting the correction forms. **Attachments must be submitted in .PDF form.**

6. Upon receipt of your request, you will receive a return email from Post_Fund@Freddiemac.com confirming the following:

   a. We received your request

   b. We will notify you within 48 hours if additional information is needed to complete the request

   c. We will forward another notification when we have completed processing it

7. Allow up to five business days for your request to be processed.

When Using the DCR Form

Once all the required fields are completed, you are ready to save and submit your form. Follow these step-by-step procedures to save and submit the form.

Some important things to keep in mind when using the DCR form:

- **Do not leave the first line blank** - If the first line of the DCR form is left blank, a file format error will be displayed prior to the import.

- **Avoid blank lines in the form** - If there are any blank lines in the DCR form, only the first batch of loans will be imported.

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- **Do not spread changes for the same loan into multiple import files** – All changes for the same loan should be included in the same import file (DCR form). If you have additional changes to the same loan, you should wait until the first change is complete before submitting another change.

General Information and Best Practices

- For questions regarding Post-Fund Data Corrections, contact Customer Support at 800-FREDDIE or forward your correspondence to Post_Fund@Freddiemac.com.

- Freddie Mac encourages you to use an electronically secure method when sending email correspondence containing sensitive data.

- For corrections associated with servicing data or Service Loans, contact Customer Support at 800-FREDDIE or your Freddie Mac Loan Servicing Representative.

- Incomplete requests will not be processed.

- Do not convert the DCR to a PDF document.

This document is not a replacement or substitute for the information found in the *Freddie Mac Single-Family Seller/Servicer Guide* or terms of your Master Agreement or other Pricing Identifier Terms.

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