



## MERS QUESTIONNAIRE

**Please complete the following questionnaire related to your institution's MERS membership. The Federal Home Loan Bank of New York ("FHLBNY") will use the following information to establish a MERS Electronic Tri-party agreement for purpose of pledging mortgages to the FHLBNY.**

**Member #:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

1. MERS Organization Name: \_\_\_\_\_
2. MERS Organization is existing and organized under the laws of (formed under, e.g. State of New York, State of New Jersey, the United States, etc.): \_\_\_\_\_
3. MERS Organization ID: \_\_\_\_\_
4. Name of Servicer for MERS loans: \_\_\_\_\_
5. MERS Organization ID for Servicing: \_\_\_\_\_
6. Are MERS loans currently pledged to the FHLBNY?  Yes  No
7. Complete address of principal place of business:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Number of signatures that will be required to execute an agreement by your institution: \_\_\_\_\_
9. Names & Title for individuals who will execute agreement:

Name	Title

10. Please provide contacts that will receive notices from MERS for your institution:

Name	Title	Address	Telephone	Fax	Email

**Please direct all questions regarding the pledge requirements to the following:**

Tisa Surat, AVP, Collateral Initiatives and Support Manager

Phone (201) 356-1058

Gabby Galante, Collateral Documentations Operations Manager

Phone (201) 356-1019

Email [CollateralDocs@fhlbny.com](mailto:CollateralDocs@fhlbny.com)**Instruction for reporting loans registered in Mortgage Electronic Registration System (“MERS”)**

A MERS Electronic Tracking Agreement (“ETA”) should be completely executed with the member institution, Federal Home Loan Bank of New York (“FHLBNY”), and MERS.

**Steps Remaining to Complete this Process**

## 1. Loans are Registered in MERS:

Loans registered in the Mortgage Electronic Registration Systems (“MERS”) are assigned with a MIN Number (18 digit #).

## 2. Loans are Associated to the FHLBNY:

For loans pledged, loans will need to be associated to the FHLBNY (as Associate Member HLB/FRB) at MERS using our Org ID which is **1002493**. MERS Helpdesk (at 1-888-680-6377) will need to assist you with this task. You can either enter each loan one at a time or provide a file for a MERS 103 Bulk Update.

## 3. For Members in Possession Category:

Provide FHLBNY with MERS MIN Summary and MERS Milestones Reports for each loan registered with MERS. Include in mortgage file containing legal documents.

## 4. Add the MIN# to the Monthly Data Listing:

We will need the assigned MERS Identification Number MIN # populated for each loan at position 1784 for 18 characters in your monthly Mortgage Data Format File Submission to FHLBNY.