



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. Name of Servicer for MERS loans: _____

2. Are MERS loans currently pledged to the FHLBNY? Yes No

3. MERS Organization ID: _____

4. Complete address of principal place of business:

5. Number of signatures that will be required to execute an agreement by your institution: _____

6. Names & Title for individuals who will execute agreement:

Name	Title

7. 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 & Support Manager
Gabby Galante, Collateral Documentations Operations
Manager

Phone (201) 356-1058
Phone (201) 356-1019
Email 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 Num characters in your monthly Mortgage Data Format File Submission to FHLBNY.