

TOWNE FAMILY OF COMPANIES

BULLETIN

TO: Operations and Production/**Wholesale**

Date: September 25, 2017

SUBJECT: **PROCESSING OF SSA-89 FORMS**

BULLETIN: 17-16

******* IMPORTANT NOTICE *******

The following changes are effective immediately for processing SSA-89 forms. These forms are required on all loans where AUS references the need for verification. In an effort to expedite the process, please review your AUS findings and submit an executed form with initial submission.

****Please note this is a wet sign document****

*****Note:** Please use the attached form, as it is the most updated version and includes the correct information for processing. Not submitting an executed SSA-89 with initial submission will result in delayed processing times.

*****In the event that this form is not included upon submission, we will email you a completed form so you may request borrower(s) signature. Once you have received this executed form, upload and based on your business channel please email TMCwholesale@townemortgage.com OR AmeriCU.setups@americu.com for processing.**

Directions for completing SSA-89 form:

1. Complete the form with borrower accurate information, inaccurate information will result in a rejection of the request
 - Name
 - DOB
 - Social Security Number (Please confirm)
2. Complete the below section with the borrower(s) address. Borrower(s) are to sign and date top line.

Signature:	Date Signed:
Relationship (if not the individual to whom the SSN was issued):	
Contact information of individual signing authorization:	
Address:	
City/State/Zip:	
Phone Number:	

This consent is valid for days from the date signed. (Please initial.)

IF the borrower initials the above section, please ensure that a number of days have been included. Not doing so will result in rejection of this form.

3. Include in upload with initial submission package.