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## APPENDIX I-6

### FORM HUD 11709-A — ACH DEBIT AUTHORIZATION

- Applicability:** Ginnie Mae I and II MBS Programs.
- Purpose:** To authorize the depository, as security holder of all book-entry Ginnie Mae I MBS, to make Automated Clearing House (ACH) debits to an issuer's central P&I custodial account for all payments due on such securities, and to authorize the CPTA, as Ginnie Mae's agent, to make ACH debits to an issuer's central P&I custodial account for all payments due on Ginnie Mae II MBS and all guaranty fees due to Ginnie Mae with respect to all Ginnie Mae I and II MBS. An issuer may establish a separate central P&I custodial account for each Program or a single central P&I custodial account for both Programs. Each such account must be either a new P&I custodial account established using form HUD 11709 (Appendix III-2) or a pre-existing P&I custodial account established using form HUD 11709, in either case maintained by a bank qualified under Section 16-8 of the Ginnie Mae MBS Guide.
- Prepared by:** Issuer.
- Prepared in:** Electronic form via Ginnie Mae Enterprise Portal
- Completion Instructions:** General instructions to complete and submit this form to Ginnie Mae are as follows:
1. Login into GMEP;
  2. Select the IPMS tab;
  3. Then select Master Agreements Management Application;
  4. Enter the data points listed below; and
  5. Select Submission Center tab to submit the agreement.
- Note:** **Form HUD 11702 must be submitted and approved prior to submission of the remaining agreements. Failure to do so will prevent the acceptance of other required Master Agreements.**
- For detailed instructions, see Master Agreement Management User Manual which can be accessed via GMEP.

#### Issuer/Program Detail

- Ginnie Mae Type: Click the radio button corresponding to the applicable program(s).
- Issuer Name/Number: Type or select the Issuer Number from the drop down menu, the Issuer name will display.
- Address: Enter building name, street address and suite number (if applicable) of the Issuer.
- City/State/Zip: Enter Issuer's office location.

- Signed By/Title: These fields cannot be edited and default to the name of the User authenticating the request.
- Document Date: Utilizing the calendar icon, select the date the ACH Debit Authorization form is being executed.
- Custodial Account Changed: Click appropriate radio button; Yes or No; response defaults to NO for initial input.

Central P&I Custodial Account:

- Account Number: Enter the Issuer's account number. Input must be numeric only, no symbols/dashes.
- Account Name: Enter the full legal name of the Issuer's account.
- ACH Routing Code: ABA Number (also referred to as Bank Routing Number).
- Name of Bank: Enter the full legal name of the Financial institution where the account is maintained.
- Address: Specify the building name and/or number and street address.
- City, State, ZIP: Enter location of the Financial Institution.

**PAPER FORMS ARE ONLY TO BE USED FOR CONTINUITY OF BUSINESS IN THE  
EVENT GINNIE MAE SYSTEMS ARE NOT AVAILABLE. YOU MUST RECEIVE  
PRIOR APPROVAL FROM YOUR GINNIE MAE ACCOUNT EXECUTIVE BEFORE A  
REQUEST CAN BE SUBMITTED IN PAPER FORM.**

Completion instructions for the form.

Check the appropriate box to indicate if the central P&I custodial account is for only Ginnie Mae I MBS only Ginnie Mae II MBS or for both.

1. Full legal name and address of issuer.
2. Issuer number previously assigned by Ginnie Mae (if not yet assigned, leave blank).
3. Signature of authorized officer whose name appears on a form HUD 11702 (Appendix I-2) filed with the PPA.
4. Date form is prepared by issuer.
5. The box should be checked if this authorization is in connection with a change in the central P&I custodial account.
6. Full legal name of the bank.
7. Full street address of the bank. If the account is held at a branch of the bank, give the address of the branch.
8. Full name of the account, as recorded by the bank.
9. Central P&I custodial account number assigned by the bank.
10. Bank's ACH routing code or identification number. This number can be obtained from the bank and must be a nine (9) digit number.