

MORTGAGE CREDIT CERTIFICATE (MCC) REISSUE GUIDELINES (For eligible Programs only)

Lender Name: _____

Original MCC Recipients (Borrowers) _____

Original MCC No. _____ Closing Date: _____

ACH/Wire Confirmation No. _____

1. SUBMIT REQUIRED FEE

Fees for MCC Reissues can only be submitted via ACH or Wire. If submitting a fee for a new copy of the Original Certificate, you must include that fee with your Reissue payment. Specific instructions are available for each (see below) so please select the one you intend to use.

PLEASE NOTE ACH AND WIRES HAVE DIFFERENT REQUIREMENTS.

ACH Instructions are available here - <https://www.ehousingplus.com/wp-content/uploads/ACH-Instructions-ehousing.pdf>

Wire Instructions are available here - <https://www.ehousingplus.com/wp-content/uploads/Wire-Instructions-ehousing.pdf>

- ✓ Remember to make sure that your accounting department processing the ACH or Wire identifies the **MCC #** and **last name** of the Borrower on the transaction (CTX addenda). Unidentified payments cannot be processed.

2. UPLOAD REQUIRED DOCUMENTS

Electronic versions of the documents listed below must be uploaded as a complete package, within 10 days of closing the refinanced loan for the MCC Reissue to qualify. Documents are uploaded via a link on the [Program MCC Reissue Summary page](https://www.ehousingplus.com/file-uploads/) <https://www.ehousingplus.com/file-uploads/> and must be submitted fully executed.

_____ MCC Reissue Submission Checklist – Fully Executed & noting Bank Fee Confirmation No.

_____ Copy of FINAL EXECUTED Closing Disclosure for the Refinanced Loan.

_____ Copy of the 1st Mortgage Payoff Statement

_____ Copy of the Original MCC originally issued to borrower(s) **OR**

_____ Borrower does not have a copy of the original MCC. Please process a new copy for an additional \$75 fee, which will be included in the electronic payment of the fees submitted with this request.

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3. LENDER ACKNOWLEDGEMENT

- Our company is providing a refinanced first mortgage loan and on behalf of the MCC recipient(s) applying for a reissued MCC for a loan and MCC originally issued by the Agency. The original property and refinanced property have the same address. We certify that to the best of our knowledge the following are true and correct:
- The remaining Principal Balance of Original Loan \$_____ (on the payoff statement this amount is referred to as Unpaid Principal).
- The MCC Credit Rate of reissued MCC (cannot exceed amount of credit rate of original MCC) %
- The term of refinanced loan in months (the MCC is available to the borrower only until the maturity date of the original mortgage loan, unless the maturity date for the new loan ends sooner. The shortest term will determine the expiration date for the MCC) _____.
- The First Mortgage Rate of refinanced loan (cannot exceed first mortgage rate of original loan) %
- We understand that following approval of the Compliance File and reissuance of the MCC, eHousingPlus will be sending us Form 8329, a report that advises the IRS of the originating lenders refinance of a first mortgage loan that has a reissued MCC.
- We agree to file Form 8329 with the Internal Revenue Service to update IRS information concerning the reissuance of the related Mortgage Credit Certificate (MCC).

Authorized Officer (Print) _____

Signature: _____

Email: _____ Phone: _____

Contact Name for Form 8329: _____

Email: _____ Phone: _____

ACH/Wire Contact: _____

Email: _____ Phone: _____

4. APPROVAL AND REISSUE

Upon receipt of Uploaded Documents and Fee(s), the MCC Reissue will be processed. MCC Reissue Processing can take up to two weeks. Once approved, the Authorized Officer will receive a "confirmation of approval" secure email with the NEW Reissued Certificate. The Lender shall be responsible to provide the new certificate to the borrower(s). Additionally, the Form 8329 will be sent via secure mail to the Contact Specified on this form. (Deficient Files may be subject to additional fees and/or be rejected).