



## Important Announcement

2/13/2017

This announcement includes notices regarding updates for Flanagan State Bank's Correspondent and Wholesale Accounts.

**This will reference:**

President's Day- Monday, February 20th  
E-Sign Documents Now Available – 3rd notice  
SAM Worksheet/Self Employment Analysis  
Tax Transcripts and 2016 W-2's  
Recertification's for Brokers and Correspondents

**President's Day – Monday, February 20th**

Please note that we will be closed on this date. This date will not count for rescission or TRID.

**E-sign Documents now available – 3<sup>rd</sup> Notice**

Flanagan State Bank is pleased to announce E-sign services are now available for the following:

Initial Disclosure packets  
Re-disclosure packets  
Initial CD delivery

Brokers and Correspondent customers can use our system to disclose out of and send the disclosures electronically to their borrowers. The E-sign is compliant and meets all industry standards that are required.

The broker/correspondent interested in using this service must sign up for the E-sign service by completing the attached document and returning to [mtgsupportcenter@flanagansatebank.com](mailto:mtgsupportcenter@flanagansatebank.com). Upon completion of set up, an email confirmation will be sent to the Loan Officers advising them of their log in information and their training time for disclosure preparation and using the E-sign service.

There will not be a cost for this service. FSB is offering this to help our customers have access to electronic delivery of disclosures that is compliant and allows the process to increase efficiency and speed.

### **SAM Worksheet/Self Employment Analysis**

Effective immediately, FSB will accept the SAM worksheet on all programs for self employed borrowers. We no longer require the Freddie Form 91 to be used on conventional loans. You may find this worksheet on our website at [www.fsbtpo.com](http://www.fsbtpo.com) under Forms & Tools.

### **Tax Transcripts and 2016 W-2's/1099's**

We have reached the time of year that we are requesting the following to happen on all files:

- 1) All files, new and resubmitted, must include all 2016 W-2's and 1099's.
- 2) 2016 Transcripts are not required on files, at this time. They will be required starting April 15, 2017. But, we do ask that you order 2014, 2015 and 2016 when ordering transcripts to insure we have what is on file with the IRS. Please upload all results, including non filing for 2016, as applicable.

### **Recertification's for Broker's and Correspondents' for 2017**

Recertification's will be starting soon. FSB will send these out to you on the anniversary of the date you completed the recertification for 2016 or when you signed up with our company. Please respond as promptly as possible to this request.

If you have any questions regarding this information, please feel free to contact [mtgsupportcenter@flanagansstatebank.com](mailto:mtgsupportcenter@flanagansstatebank.com).

Sincerely,

Flanagan State Bank TPO Division Management