



Fannie Mae®

Seller's Designation of Wire Transfer Instructions (Form 482)

This form is only applicable for single-family sellers.
Complete the form prior to printing and ensure all text is legible.

Part 1: Seller information

Enter the seller name and nine-digit Fannie Mae seller number(s) for which the below wire transfer instructions for mortgage purchase proceeds apply.

SELLER NAME

SELLER NUMBER(S)

Part 2: Type of transaction

ADD/DEACTIVATE

Establish new payee code

FOR INTERNAL USE ONLY

Assign the following existing payee code to additional seller numbers:

COMPLETE PART 1 AND PART 3

Deactivate the following payee code:

DO NOT COMPLETE PART 3

UPDATE

Update existing payee code

CHECK ALL FIELDS REQUIRING UPDATE, THEN COMPLETE PART 3

Account number

Account name

Beneficiary Address (Street, City, State, Zip Code)

Reference information

Add Early Funding wiring instructions

Part 3: Wire transfer instructions

NINE-DIGIT ABA NUMBER (REQUIRED)

ACCOUNT NUMBER (REQUIRED)

ACCOUNT NAME (REQUIRED)

BENEFICIARY ADDRESS (STREET, CITY, STATE, ZIPCODE) (REQUIRED)

REFERENCE INFORMATION (OPTIONAL)

Part 4: Authorization

PRINT NAME

TITLE

SIGNATURE (HANDWRITTEN SIGNATURE OR IMAGE OF HANDWRITTEN SIGNATURE ONLY)

DATE [MM/DD/YYYY]

- Seller hereby directs Fannie Mae to make payment of the proceeds of mortgages purchased from the seller by wire transfer to the account set forth above.
- If this signature is an electronic signature, the signer intends it to be as effective as if it were an ink signature on paper.
- Fannie Mae cannot process the Form 482 unless:
 - it is signed and dated by one of the authorized representatives designated on the *Certificate of Authority, Incumbency, and Specimen Signatures* (Form 360) and Resolution/Evidence of Authorization that are currently on file with Fannie Mae, and
 - a call-back verification is completed with the signer to confirm that the request is valid.
- If this Form 482 is not submitted in advance of delivery, funding will be delayed.

Contact information

TWO CONTACTS REQUIRED

NAME

EMAIL

PHONE NUMBER

NAME

EMAIL

PHONE NUMBER

Instructions

GENERAL INFORMATION

Form 482 is used by single-family sellers to add, deactivate, or update payee codes that are used in the wiring of loan purchase proceeds. The seller must send a Form 482 to Fannie Mae for each payee code the seller wishes to establish, assign, update, or deactivate.

- Form 482 must be signed by one of the authorized representatives designated on the Certificate of Authority, Incumbency, and Specimen Signatures ([Form 360](#)) and Resolution/Evidence of Authorization that is currently on file with Fannie Mae.
- Fannie Mae will contact the signer via telephone to confirm that the request is valid.
- For any organization with warehouse creditor(s), instructions on the Form 482 must match the bailee letter on file.

Fannie Mae will contact the seller after the request has been completed.

FORM INSTRUCTIONS

Part 1: Seller information

- Enter the seller name.
- Enter the nine-digit Fannie Mae seller number(s) for the requested setup.

Part 2: Type of transactions

Check the appropriate box to establish a new payee code, assign an existing payee code, update a payee code, or deactivate a payee code.

- **Establish new payee code:** Select this option to create wire transfer instructions for an ABA number you do not have an existing setup for.
- **Assign existing payee code:** Select this option to assign an existing payee code to a different branch number. Enter the payee code to be assigned.
- **Update payee code:** Select this option to update any fields or an existing payee code with the same ABA number. Enter the payee code associated with wiring instructions to be updated. Include all branches to be updated in Part 1.
- **Deactivate payee code:** Select this option if wire transfer instructions associated with this payee code are no longer being used. Enter the payee code to be deactivated.

Part 3: Wire transfer instructions

- **Nine-digit ABA number:** Enter the nine-digit ABA number of the financial institution.
- **Account number:** Enter the appropriate account number at the financial institution to which the proceeds will be transferred. Account number can be alphanumeric. Spaces are allowed. Special characters are not allowed.
- **Account name:** Enter the name on the account number specified. Only characters available on the keyboard are permitted.
- **Beneficiary address:** Enter the address of the business entity receiving the funds. This is the address of the account holder. For example, business entity ABC Corporation has an account with Bank XYZ Limited, the beneficiary address required is for ABC Corporation.
- **Reference information:** Enter additional static text to be provided to the recipient of the wire. Do not include loan-specific details. Only characters available on the keyboard are permitted. This field is optional.

Part 4: Authorization

- **Print name:** Print the name of the individual signing the form.
- **Title:** Enter the title of the individual signing the form.
- **Signature:**
 - Must be a handwritten signature or an image of a handwritten signature. Handwritten signatures uploaded to DocuSign, Adobe, or similar software will be accepted. A signature generated by typing will not be accepted.
 - The Form 482 must be signed by one of the authorized representatives designated on the Certificate of Authority, Incumbency, and Specimen Signatures ([Form 360](#)) and Resolution/Evidence of Authorization that is currently on file with Fannie Mae. The signature on Form 482 must be an exact match of the signature on Form 360. For questions related to Form 360, contact acquisitions_loan_delivery@fanniemae.com and include the seller number in the subject line.
- **Date:** Enter the date that the form is completed.
- **Contact information:** Complete the contact information. Two contact names are required.

Submitting the form:

Submit the completed Form 482 via email to acquisitions_loan_delivery@fanniemae.com. Include the seller number in the subject line.

Retain the original version of the Form 482 for your records. Fannie Mae will confirm when the request is complete and the wiring instructions are available for use in Loan Delivery.