



Seller Guide Update



SEL-2025-004: Multiple Topics

February 19, 2025

Correspondent Lending

Housing Finance Agency (HFA)

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Summary



U.S. Bank Correspondent Seller and HFA Lending Guides

The items listed above have recently been updated in the Correspondent Seller and HFA Lending Guides, specific to Loan Delivery, Underwriting and Credit Policy.

- Unless notated within each section as Correspondent only policy or based on product availability such as Portfolio products available only in Correspondent, these updates are applicable to both our Correspondent and HFA lenders.
- The respective sections of the Correspondent Seller and HFA Lending Guides are included in each section. This communication serves to announce changes and updates including an effective date.
- Always review the U.S. Bank Correspondent Seller and HFA Lending Guides for the most current policy.
- Guidelines are updated with the information in this communication and should always be utilized as the source of truth.
- As a reminder, U.S. Bank publishes a monthly summary of all Correspondent and HFA communications published for the previous month. This summary is intended to assist you in making sure your organization received and read all U.S. Bank communications published during the prior month. All documents are published in our Correspondent and HFA Communications libraries in Section 1000 of AllRegs:
 - 1010: Bulletins
 - 1011: Seller Guide Updates
 - 1012: Best Practices
 - 1013: Pricing Flashes

Underwriting, Delivery, and Product Grids

For overall ease of use, we have enhanced our communications to include underwriting and delivery method checkboxes to each section when applicable.

You'll also find grids that outline the applicable products.

Effective Date

Immediately unless otherwise noted within each section.



Portfolio Underwriting Guideline Updates

Underwriting/Delivery	
X	Corr. Delegated
X	Corr. Non-Delegated
	Corr. EZD
X	Corr. Mandatory
	HFA Delegated
	HFA Non-Delegated
Products	
	Conv. (Freddie)
	Conv. (Fannie)
X	Conv. (Portfolio)
	FHA
	VA
	Rural Development

Reminder: W-9 Requirements

Underwriting/Delivery	
X	Corr. Delegated
X	Corr. Non-Delegated
X	Corr. EZD
X	Corr. Mandatory
X	HFA Delegated
X	HFA Non-Delegated
Products	
X	Conv. (Freddie)
X	Conv. (Fannie)
X	Conv. (Portfolio)
X	FHA
X	VA
X	Rural Development

Questions

Effective Date: Immediately for all applications and loans in the pipeline.

U.S. Bank has made recent clarifications to our Portfolio underwriting guidelines as follows. For ease of review, the updated sections are listed below are in **green** in our AllRegs library.

714.1.9 Portfolio Property

- Added a requirement that rental income from a subject Investment Property can only be considered in qualifying the borrower when the borrower currently owns a primary residence.
- Added additional guidance for oil/gas/mineral rights.

714.2.2.3 Portfolio Non-Employment Income

- Added a requirement that rental income from a subject investment property can only be considered in qualifying the borrower when the borrower currently owns a primary residence.
- Added clarification on how joint rental income should be utilized.
- Added clarification regarding documentation when the property is being vacated by the borrower.

As a reminder, all loans submitted for purchase must include a W-9 form for the primary borrower. The form is to be complete including the name, mailing address and Social Security Number (SSN) and must be signed and dated. Form W-9, Request for Taxpayer Identification Number and Certification, serves two purposes.

First, it is used by third parties to collect identifying information to help file information returns with the IRS. It requests the name, address and taxpayer identification information of a taxpayer (in the form of a Social Security Number or Employer Identification Number). The form is never actually sent to the IRS, but is maintained by the person who files the information return for verification purposes. The information on the Form W-9 and the payment made are reported on a Form 1099.

The second purpose is to help the payee avoid back up withholding. The payer must collect withholding taxes on certain reportable payments for the IRS. However, if the payee certifies on the W-9 they are not subject to back up withholding they generally receive the full payment due them from the payer. This is similar to the withholding exemptions certifications found on Form W-4 for employees.

Guide Reference: 900: Delivery and Funding > C. Funding Documentation Requirements



Correspondent: Please contact your Account Executive or the Client Support Area at 800.200.5881, option 1.

HFA: Please contact the Housing Finance Agency Hotline at 800.562.5165, option 1 for the HFA Customer Care Team.