
From: Wayne Pierce
Sent: Wednesday, November 10, 2021 5:02 PM
To: Sales; Mortgage Support Center
Cc: Ops
Subject: Moving Files to Processing

Good afternoon. We have been reviewing our process for verification of the social security number to move files to the processor. In an effort to help in situations where you can only get certain information we have updated our process. Please see the scenarios below that our Juniors will be using when reviewing a file to move to the processor. Please let me know if you have any questions or concerns.

1. We have a copy of the Social Security Card or W-2 for all borrowers with Social Security Number that matches the credit report and system.
2. If we have a copy of tax returns with the borrower(s) social security number that matches the credit report and system we will move the file forward with a condition for the 3rd Party Verification of the Social Security Number.
3. If we have a copy of a W-2 or Social Security/Pension Letter with the last 4 of the social security that matches the credit report and system we will move the file forward with a condition for the 3rd Party Verification of the Social Security Number.

Thanks,

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