



Important Announcement

1/3/2017

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

This will reference:

Condition Numbering – additional reminder!

E-Sign Documents now available

1003 – address entry

New Cut Off Time for CD Requests

Condition Numbering – additional reminder!

FSB introduced numbered conditions in October. Since implementing the number system, we have found this to streamline the review process as the document submitted to satisfy the condition is easily identified. For those files that are utilizing this system, the conditions are cleared faster and with less questions that may come up. **We are making a request that all files follow this procedure.**

The easiest way to upload is not in individual scans but as one large scan that is then split. To learn the easiest way to split, please contact us at mtgsupportcenter@flanaganstatebank.com. Splitting, rather than individual uploads, will save time.

E-sign Documents now available

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@flanaganstatebank.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.

1003 Address Entry

We are noting the files being uploaded and 1003's signed that show mailing address as "same as above". This is not correct and does affect our CD preparation. This triggers errors for us that we do not always catch prior to the CD Prep. We are asking that files submitted to us have this removed from our 1003 in the system and the initial 1003 that is sent to us. This will help us keep our CD's moving in a timely manner.

Present Address (<input type="checkbox"/> Same as property)			
Street	City	State	Zip
103 Laketrail Drive	Griffin	GA ▼	30223-9231
Own/Rent	Years	Months	
Own ▼	9	2	
Mailing Address (complete if different from Present Address)			
Street	City	State	Zip
Same as above		▼	
Country			
United States			

New Cut Off Time for CD's

FSB is pleased to announce that we are extending our cut off time to 4:00PM for CD Request/Closing Request.

The closing request must be fully complete with all information we will need to confirm the closing date. If the request is sent in without the HOI effective date or the lock expired or some other reason for a delay in the confirmation to be sent, then the Initial CD will be moved to the next business day (48 hours) for delivery moving the closing date accordingly. It is very important that these requests and the information included are accurate due to minimizing our closers time with the files. There will be no exceptions made to this timing. The new cutoff time is effective immediately.

If you have any questions regarding this information, please feel free to contact mtgsupportcenter@flanagansstatebank.com.

Sincerely,

Flanagan State Bank TPO Division Management