



## Important Announcement

1/11/2018

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

**This will reference:**

Early CD Process Updates

**Early CD Process Updates**

FSB has updated the Early CD Process on all files effective January 14, 2019. As of this date, please follow this guidance:

**These are the steps for an early CD:**

**Step 1:** Please upload the TPO Early Closing Disclosure Form to Image Flow under Early Closing Disclosure Request Form prior to resubmitting the file back to underwriting for **final review for a CTC.**

**Step 2:** If this document is uploaded to the file the Operations Team will be notified that a Clear to Close is expected on this and will review to send out the Closing Disclosure prior to sending back to underwriting.

**Step 3:** All compliance conditions must be uploaded to the file if the Early Closing Disclosure is going to be completed and the lock should be good for at least 10 days from the date the file was resubmitted. **If there are outstanding compliance conditions or the rate is not valid for a minimum of 10 days, the CD will not be sent out at time of review.**

**Step 4:** If the CD is sent out it will be provided to the contacts on this form. The LO/Processor is responsible for sending to the borrower and obtaining signatures in a timely manner. Signed CD to be uploaded to the file! Closing Request may not be submitted until the file is CTC.

TPO Early Closing Disclosure Form can be found on our website at [www.fsbtpo.com](http://www.fsbtpo.com).

TPO Closing Request Form can be found on our website at [www.fsbtpo.com](http://www.fsbtpo.com).

If you have ANY questions about our process, please email

[mtgsupportcenter@flanaganstatebank.com](mailto:mtgsupportcenter@flanaganstatebank.com)

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

Sincerely,

Flanagan State Bank TPO Division Management