

## Instructions

Complete this form using a typed format only. Please read instructions on Page 2 before completing this form.

Prior to any wire transfer of funds to the Seller/Service or Payee, Freddie Mac must have the Seller/Service's or Payee's authorization in writing. Form 483M must be signed by a representative authorized to provide wire transfer instructions in accordance with Section 32.12 and 33.4 of the Multifamily Seller/Service Guide, and the signature must be certified by the Seller/Service's or Payee's official seal or stamp or acknowledged by a notary public.

1. Freddie Mac Regional Office (for Seller/Service only)
2. Seller/Service Number (for Seller/Service only)
3. Seller/Service's or Payee's Full Legal Name
4. City, State
5. Full Name of Seller/Service's or Payee's Bank
6. City, State
7. Seller/Service's or Payee's Bank ABA Number
8. Bank Branch Seller/Service or Payee Uses
9. Seller/Service's or Payee's Account Number with Bank

10. **Special Instructions** (Check and complete only one.)

- FOR ATTENTION OF \_\_\_\_\_
- IMMEDIATELY PHONE (Name and Telephone Number) \_\_\_\_\_

11. **Status** (Check only one.)

\* If requesting a change, please indicate CURRENT information below:

- New instructions ABA# \_\_\_\_\_
- Change to instructions currently on file with Freddie Mac\* Account# \_\_\_\_\_
- Delete instructions noted above Other change \_\_\_\_\_

## Mandatory

12. **Signature block** The above instruction is approved by:  
Signature of Seller/Service's or Payee's Corporate Officer

Typed Name of Corporate Officer

Corporate Title

Date Approved

Telephone Number

13. **Official Seal or Stamp or Acknowledgment of Notary Public**

### Instructions for Form 483M

The Seller/Service or Payee must complete the following items unless indicated as optional:

1. **Freddie Mac regional office:** Freddie Mac regional office where the Seller/Service's principal office is located
2. **Seller/Service number:** Seller/Service number assigned by Freddie Mac
3. **Seller/Service's or Payee's full legal name:** Full legal name of the Seller/Service or Payee's
4. **City, State:** City and state ONLY of the Seller/Service or Payee
5. **Full name of Seller/Service's or Payee's bank:** Full legal name of the bank (FHLB, commercial bank, or Federal Reserve Bank) where the Seller/Service or Payee has an open account for receipt of funds
6. **City, State:** City and state of the main office of the Seller/Service's or Payee's bank
7. **Seller's bank ABA number:** Bank transit routing number that identifies the Seller's bank
8. **Bank branch Seller/Service or Payee's uses:** Bank branch if the Seller/Service's or Payee's account is not at the bank's main office
9. **Seller/Service's or Payee's account number with bank:** Seller/Service's or Payee's account number at the bank
10. **Special instructions** (optional)  
 This space is provided for the Seller/Service or Payee to furnish additional information that may expedite the notification to the Seller/Service or Payee of actual receipt of funds at the Seller/Service's or Payee's bank. Because space is limited to 30 characters, only one special instruction can be used.
  - a. **FOR ATTENTION OF:** This space could be used to identify a specific department or section within the bank or Seller/Service's or Payee's organization that should be notified of receipt of funds.
  - b. **IMMEDIATELY PHONE:** The name and telephone number, including area code, of any individual the Seller/Service or Payee requests the bank to call upon receipt of funds.
11. **Signature block:** The wire transfer instructions contained on this form will be accepted only if signed by an officer of the corporation.
12. **Official seal or stamp or acknowledgment of notary public:** The signature must be certified by the Seller/Service's or Payee's official seal or stamp or acknowledged by a notary public. An affixed Corporate Seal or Notary Stamp must be legible if the Form is submitted electronically.

Prior to payment by Freddie Mac, please note that in order to ensure compliance with the Foreign Account Compliance Tax Act (FACTA), Freddie Mac is requiring, along with the completed Form 483M, an executed IRS Form W-9 (U.S. Individuals/Entities) or IRS Form W-8 (Non-U.S. Individuals/Entities), as applicable. In order to comply with FACTA, recipients must use the most recently published version of the applicable W-9 or W-8 forms. The Seller/Service or Payee can change or add new wire instructions only by submitting a newly executed and properly authorized Form 483M and Form W-9 or W-8, as appropriate.

Please mail the fully executed Form 483M and fully executed IRS Form W-9 or W-8 to:

Attn: Multifamily Cash Desk  
 Freddie Mac  
 8100 Jones Branch Drive  
 McLean, VA 22102

Or, you may email fully executed, scanned copies to the Cash Desk at [multifamily\\_cash\\_desk@freddiemac.com](mailto:multifamily_cash_desk@freddiemac.com).

A minimum of five business days is required to process Form 483M.

Any questions concerning wire transfer instructions may be directed to Freddie Mac's Multifamily Cash Desk at (703) 714-3638.