



LARRY HOGAN  
*Governor*

BOYD K. RUTHERFORD  
*Lt. Governor*

Kenneth C. Holt  
*Secretary*

August 5, 2015

Directive 2015-43

**TO: ALL PARTICIPATING LENDERS**

**SUBJECT: UPDATES TO WIRE INSTRUCTIONS**

The purpose of this Directive is to establish the process for updating wire instructions for reimbursement of Down Payment Assistance (DPA).

The Community Development Administration maintains a master list of the wire instructions provided by the Administrative Contact of each approved lender. After Post-Closing Compliance approval, when the lender completes and submits the Attachment W (which was downloaded with the closing package) for reimbursement of DPA, the form is used to provide information specific to the loan. There are no changes to the account using this form.

If a lender needs to provide an update to the account where reimbursement funds are wired, the Administrative Contact of record should email Ed Anthony at [edward.anthony@maryland.gov](mailto:edward.anthony@maryland.gov). He will email the appropriate form for completion and return, at which point we will update our master list for all reimbursements going forward.

This Directive will be uploaded to Lender Online (under Program Documents/Single Family Housing Directives) and to our website at [mmp.maryland.gov/Lenders/Pages/Directives.aspx](http://mmp.maryland.gov/Lenders/Pages/Directives.aspx).

As always, we appreciate your continued participation in our programs. If you have any questions concerning this Directive or suggestions for improvements, please contact Vicki Jones at [vicki.jones@maryland.gov](mailto:vicki.jones@maryland.gov) or Ed Anthony at [edward.anthony@maryland.gov](mailto:edward.anthony@maryland.gov).

Sincerely,

*Bill Milko*

Bill Milko, Operations Manager  
Single Family Housing

