



Fannie Mae Suppliers: Required Documentation

October 2016

All active suppliers of Fannie Mae must have the required documents noted below for their supplier type on file via the procurement system, ProcureOne.

Required Document	Corporate Suppliers	Brokers	Agents	Contractor Suppliers	Appraisers
Completed W9 form	✓	✓		✓	✓
Insurance Certificate(s)	✓	✓ Liability, Worker Comp, E&O		✓	
Third Party Diversity Certification or self-certification form, if applicable	✓	✓	✓	✓	✓
Broker License		✓			
Broker/Agent License(s)			✓		
Contractor License				✓	
Appraiser License					✓
Direct Deposit Form	✓	✓		✓	✓
Sample Invoice	✓				
Voided Check / Bank Letter	✓				
Master Listing Agent (MLA)		✓			