



VA SPONSORSHIP REQUEST

To submit VA files to Planet Home Lending, LLC (Planet) for underwriting, a Correspondent Seller must become a Veterans Affairs (VA) sponsored agent of Planet.

To request sponsorship, submit this form, along with the VA Sponsorship Fee of \$100 (a check made out directly to Planet Home Lending, LLC) to the address below:

Kelli Foley
Planet Home Lending, LLC
265 Broadhollow Road, Suite 100
Melville, NY 11747

Planet will then forward the request to the Department of Veterans Affairs. Full VA Sponsorship access will be granted upon receipt of the VA Agency Letter from the Department of Veterans Affairs.

Note: The Sponsorship Fee must be paid annually (per calendar year) to Planet Home Lending, LLC. Please forward your VA Sponsorship Renewal Fee to Planet, in similar fashion as the original fee, each November for the following year.

Legal Company Name (including DBA)		Company NMLS ID #
Company Address		Tax ID #
City, State, Zip		VA Agent ID #
Main Contact For VA Sponsorship Follow Up		Main Contact Email
Phone #	Fax #	Comments

Correspondent lenders are required to pay the VA Funding Fee for all VA loans closed. Please provide confirmation of your organization's ability to do so by providing a screenshot of the Welcome Screen from VAFFPS along with this form (see Instructions on page 2).

Do you currently have the ability to pay the VA Funding Fee for all closed loans as required by the VA? Yes No
Screenshot of VAFFPS access provided? Yes No

Date: _____



VA SPONSORSHIP REQUEST INSTRUCTIONS

1. Register for access to VA Funding Fee System (FFPS)

Once your organization is approved as a VA lender, submit a help ticket via <https://lgy.va.gov/lgyhub/help> and request assistance with “FFPS Organization Set Up” in the Issue Category and Description so your ticket is routed properly. Be prepared to provide your Lender ID, debit account number, and routing number.

VA will work with you directly to get your organization registered and the first FFPS lender administrator user created.

The FFPS lender administrator can then create any additional accounts your organization needs for other users. Do not include bank information in your help ticket.

2. Complete the VA Sponsorship Request Form

Complete the VA Sponsorship Request Form with your company’s information.

Mail the completed form with the following:

- Check for \$100 payable to Planet Home Lending, LLC
- Screenshot from VA FFPS confirming access to remit loan funding fees

These should be sent via FedEx to:

Kelli Foley
Planet Home Lending, LLC
265 Broadhollow Road, Suite 100
Melville, NY 11747

Sample Screenshot from VA FFPS

