

INSTRUCTIONS FOR PREPARATION

To transmit any funds due USDA when USDA has purchased a part or all of the guaranteed portion of the loan, including USDA's pro-rata share of any payments received from the borrower or any funds received by the lender in the process of liquidation. The distribution of the funds between interest and principal should be in the same proportion as the lender's application to the borrower's account, however, the lender's application to the borrower's account should have been applied to interest first and any remaining balance to principal.

- Item 1. Enter the Borrower's Case Number. Show the state and county code and the Borrower's Social Security or Internal Revenue Service Tax Identification Number.
- Item 2. Enter the Lender's Internal Revenue Service Tax Identification Number. Fill all leading zeros.
- Item 3. Enter the USDA assigned Loan Number.
- Item 4. Enter the USDA assigned Branch Number.
- Item 5. Enter the Borrower's Name - Abbreviate when necessary.
- Item 6. Enter the Lender's Name - Abbreviate when necessary.
- Item 7. Enter the applicable Receivable Number. (Assigned by Finance Office at time of purchase.)
- Item 8. Enter the date through which the accompanying payment pays accrued interest on USDA held portion of loan.
- Item 8A. Finance Office will enter date principal paid.
- Item 9. Enter USDA's pro-rata share of funds received and applied to principal on the borrower's loan (e.g. payments from the borrower or proceeds from rents, escrow balances, sale of collateral, etc.)
- Item 10. Enter USDA's pro-rata share of funds received and applied to the interest on the borrower's loan (e.g. payments from the borrower or proceeds from rents, escrow balances, sale of collateral, etc.)
- Item 11. Enter the total of items 9 and 10.
- Item 12. Finance Office or field office will enter the date the check was deposited.
- Item 13. Enter the applicable payment code. Code 01 is used when the loan payment is to be applied toward the regular balance of principal and/or interest. Code 02 is used when the loan payment is to be applied toward the deferred principal and/or interest balance based on an approved agreement between USDA, the lender, and the borrower.
- Item 14. Finance Office will insert servicing fee code and verify the servicing fee amount authorized.
- Items 15-17. Self-explanatory.