

## Instructions for FSA-2425

### ***REQUEST TO CANCEL UNDISBURSED LOAN FUNDS***

Borrowers requesting that FSA cancel undisbursed loan funds complete this form and provide it to the appropriate FSA office.

Submit the original of the completed form in hard copy or facsimile to the appropriate USDA servicing office. Customers who have established electronic access credentials with USDA may electronically transmit this form to the USDA servicing office, provided that the customer submitting the form is the only person required to sign the transaction.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

***Borrower must complete Part A.***

***FSA completes Part B.***

#### ***Part A – Borrower completes Items 1 through 7.***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1 Borrower's Exact Full Legal Name	Enter borrower's full legal name.
2 Address	Enter borrower's address.
3 Amount	Enter the amount of the undisbursed funds to be cancelled. <b>Note:</b> Enter same amount as Item 7 of RD-1940-10.
4 Loan Number	Enter the loan number.
5 Date	Enter the date of the note.
6 Signature	Enter the borrower's signature. <b>Note:</b> All persons who signed on the Promissory Note are required to sign.  If faxing or mailing the form, print the form and manually enter your signature. If this form is approved for electronic transmission and you

<b>Fld Name / Item No.</b>	<b>Instruction</b>
	have established credentials with USDA to submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA office. Electronic submission may only be completed if you are the only person required to sign this form.
7 Date	Enter the date the borrower signed the form.