

**Par. 263**

**263 Promissory Notes (Continued)**

**H Completing CCC-279**

Complete CCC-279 according to this table.

**Circle**

**Number Instructions**

- 1 Enter the principal amount of the note. This is the claim amount plus interest to the day the note is drafted.
- 2 Enter the date of the note. This is the date the note is drafted by the County Office.
- 3 Enter the State in which the note is signed by the obligor.
- 4 Enter the County in which the note is signed by the obligor.
- 5 Enter the name of the debtor or debtors.
- 6 Spell out the principal amount of the note from circle number 1.
- 7 Enter the principal amount of the note, in numerals.
- 8 Enter the note interest start date. This is the date the note is drafted by the County Office.
- 9 Enter the current late payment interest rate.
- 10 Enter the address and location where payment is to be sent or made.
- 11 Enter the installment interval, such as monthly, quarterly, semiannual, or annual.
- 12 Enter the amount due per installment.
- 13 Enter the day payment is due, such as the 9th.
- 14 Enter the month the first payment is due.
- 15 Enter the year the first payment is due.
- 16 Enter how often the payment is due, such as every month, 3 months, 6 months, or 12 months.
- 17 Enter the current penalty interest rate.
- 18 Enter a description of the collateral. If none, write "N/A".
- 19 Each debtor shall sign and date.
- 20 A,B CED shall sign, unless note originates in State Office, in which case SED or claims officer shall sign.
- 21 Enter the county, book number, and page number where lien on collateral is recorded. Enter "N/A" if no collateral. And enter receivable number or numbers settled by CCC-279.