Instructions For FSA 2015

VERIFICATION OF DEBTS AND ASSETS

This form is used to verify the debts and assets of applicants applying for FSA assistance.

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, <u>provided</u> 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.

FSA completes Part A.

Financial institutions must complete Parts B, C, and D.

<u>Part A – For FSA use only.</u>

PART B- Verification of Debts

Fld Name / Item No.	Instruction
1A Account Number	Enter the loan or account number.
1B Date of Origination	Enter the origination date of the loan or account.
1C Current Principal Balance	Enter the current principal balance of the loan or account.
1D Accrued Interest	Enter the current accrued interest balance.
1E Daily	Enter the dollar amount of the daily interest accrual.

Items 1 - 7 are completed by the Financial Institution.

Fld Name / Item No.	Instruction
Interest	
1F Effective Date	Enter the effective date of Items 1C and 1D.
1G Original Loan Amount /LOC Ceiling	Enter the original loan amount or line of credit ceiling.
1H Last Payment Date	Enter the most recent date of payment on the loan or account.
1I Interest Rate	Enter the interest rate the loan or account is being charged and whether it is fixed or variable.
1J Installment Amount	Enter installment amount of the loan.
1K Installment Due Date	Enter the installment due date.
1L Amount Past Due	Enter the amount that is currently past due if applicable.
1M Description of Collateral	Enter a brief description of the collateral in the case of a loan.
1N Maturity Date	Enter the maturity or final due date.
2 Repayment Record	Rate the applicant's repayment record in one of the following three checkboxes:
	Prompt. Enter a checkmark in this box if the applicant was prompt.
	usually prompt.
	Not Prompt. Enter a checkmark in this box if the applicant was not prompt.

Fld Name / Item No.	Instruction
3 Years	Enter the number of years the applicant has conducted business with your institution.
4 Hereafter Acquired Clause	Check "YES" if your lien instruments contain a hereafter acquired clause. If not, check "NO".
5 Future Advance Clause	Check "YES" if your lien instruments contain a future advance clause. If not, check "NO".
6 Additional Credit	Check "YES" if you would extend additional credit. If not, check "NO".
7 Additional Credit with an FSA Guarantee	Check "YES" if you would extend additional credit with an FSA guarantee. If not, check "NO".

PART C – Verification of Assets

Itoms 1 through 7	are completed	hy the Finar	ncial Institution
items i unough z		by the Philup	iciui montunom

Fld Name / Item No.	Instruction
1	Enter the type of asset.
Type of	
Asset	
1A	Enter the number of the account.
Account	
Number	
1B	Enter origination date of account.
Date of	
Origination	
1C	Enter the current balance on the account.
Balance	
1D	Enter the current interest rate the asset is earning.
Interest Rate	
1E	Enter the annuity amount the applicant is receiving.
Annuity	
1F	Enter the maturity date of the applicant's account.
Maturity	

Fld Name / Item No.	Instruction
Date	
2 Withdrawal Penalty	Check "YES" if you impose a penalty should the applicant's deposit or investment account be withdrawn prior to maturity. If not, check "NO".

PART D - Certification

Fld Name / Item No.	Instruction
1	Enter any pertinent comments.
Additional	
Information	
2	Enter the financial institution's representative name.
Name of	
Institution's	
Repres.	
3 Title of	Enter the financial institution's representative title.
I lue of Institution's	
Repres	
1 1	Enter the financial institution's representative signature
4 Signature	Enter the financial institution's representative signature.
orgilature	If you are mailing or faxing this form, print the form and manually enter
	your signature. If this form is approved for electronic transmission and
	you have established credentials with USDA to submit forms
	electronically, use the buttons provided on the form for transmitting the
	form to the USDA servicing office.
5	Enter the date the financial institution's representative signed the form.
Date	
6	Enter the financial institution's telephone number, including area code.
Telephone	
Number	

Items 1 – 6 are completed by the Financial Institution.