

**ASSIGNMENT OF GUARANTEE
INSTRUCTIONS FOR PREPARATION**

Purpose: This form is used by lenders when the guaranteed portion of the FSA guaranteed loan is assigned to a secondary market purchaser or holder.	
Handbook Reference: 2FLP	Number of Copies: Original and Two Copies
Signatures Required: Lender, Agency Official and Holder Representative.	
Distribution of Copies: Original locked in fire resistant file; copy to Borrower's case file; and copy to borrower.	
Automated-Related Transaction: Finance Office	

Lenders must complete Part A items 1 through 11 and Part G items 1 through 4.

Holders must complete items G9 through G12.

Part A - Background Information - Items 1-11

Fld Name / Item No.	Instruction
1 Lender's Name and Mailing Address	Enter the name and mailing address of the lender. IMPORTANT: Ensure that this matches the lender name and address used on form FSA-2235, Loan Guarantee.
2 Agency's Name and Mailing Address	Enter the name and mailing address of FSA office servicing the loan. IMPORTANT: Ensure that this matches the Agency name and mailing address used on form FSA-2235, Loan Guarantee.
3 Holder's Name, Mailing Address and Email Address	Enter the name and address of the holder to whom the guarantee will be assigned and the holder's email address.
4 Borrower Name	Enter the name of the borrower. IMPORTANT: This name shall be entered as it appears on the promissory note and FSA-2235, Loan Guarantee.

Fld Name / Item No.	Instruction
5 Loan Type	Enter the loan type, as stated on FSA 2235, Loan Guarantee.
6 FSA Account Number	Enter the number assigned to the borrower by FSA. Enter the state and county code and borrower's system generated FSA ID number.
7 Original Loan Amount	Enter the original total amount of the loan. IMPORTANT: This amount should correspond with the promissory note and block 5 of the FSA-2235, Loan Guarantee.
8 Date Promissory Note Executed	Enter the date that the guaranteed promissory note was executed. If an allonge is used to modify a promissory note in connection with issuing a loan guarantee, use the date the allonge was executed. IMPORTANT: This should match block 7 of the FSA-2235, Loan Guarantee and should also match the date on the promissory note or allonge (if applicable).
9 Amount of Principal Outstanding	(a) Enter the amount of principal outstanding on the entire loan as of the date in (b). (b) Insert the date that the assignment is effective.
10	(a) Enter the percent of the loan guaranteed by FSA. Ensure that this matches block 6 of the FSA-2235, Loan Guarantee. (b) Enter the percentage of guaranteed portion assigned on this assignment. If all of the guaranteed portion is being assigned on this form write 100. Otherwise, insert the appropriate lower percentage if the guarantee is being assigned to multiple holders. (c) Enter the appropriate dollar amount determined by multiplying 9(a) x 10(a) x 10(b) . Example: Assume a lender has a 90 percent guaranteed loan of \$100,000 with an outstanding balance of \$80,000. The lender is assigning the entire remaining guaranteed portion of the loan. The guarantee has been issued with a 90% (10a) guarantee. The holder agrees to purchase, and the lender assigns 100% (10b) of the guaranteed portion of the loan representing \$72,000 (10c) of such loan now outstanding (80,000 X 90% X 100% = \$72,000).

Fld Name / Item No.	Instruction
11 Servicing Fee	(a) Enter the amount of servicing fee to be retained by the lender if it is a set dollar amount. (b) If the entire guaranteed portion is being assigned by this form, servicing fee may be entered as a percentage of average outstanding principal to be collected.

Part B Lender Certification

To be read by the Lender or authorized representative. Holders may also wish to read this part for informational purposes.

Part C Repurchase of Loan from Holder

To be read by the Lender and Holder or their authorized representatives.

Part D Government Notices to Holder and Lender

To be read by the Lender and Holder or their authorized representatives.

Part E Holder Certification

To be read by the Lender and Holder or their authorized representatives.

Part F Holder Rights

To be read by the Lender and Holder or their authorized representatives.

Part G - Signatures (to be completed by the Lender)

Fld Name / Item No.	Instruction
1 Name of Lender's Representative	Print the name of Lender's Representative.
2 Title	Print the title of the Lender's Representative.
3 Signature of Lender's Representative	Enter the Lender Representative's signature. If you are mailing or faxing this form, print the form and manually enter your signature. If you have established credentials with FSA to submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA servicing office.
4 Date	Enter the current date the form is signed in Item 3.

Part G - Signatures (to be completed by the FSA)

Fld Name / Item No.	Instruction
5 Agency Official	Enter the Agency Official's name.
6 Title	Enter the title of the Agency Official.
7 Agency Official Signature	Enter the Agency Official's signature.
8 Date	Enter the current date the form is signed in Item 7. IMPORTANT: This date should not be prior to the signature date on the FSA-2235, Loan Guarantee.

Part G - Signatures (to be completed by the Holder)

Fld Name / Item No.	Instruction
9 Name of Holder's Represent- ative	Print the name of the employee of the firm that is purchasing the assignment.
10 Title	Print the title of the Holder's Representative that signed the assignment.
11 Signature of Holder's Represent- ative	A representative of the party to which the loan is being assigned by the lender will sign the form here.
12 Date	Enter the date that the form is signed by the Holder's representative.