

## Instructions for FSA-2254A

### **GUARANTEED LOAN REPORT OF LOSS (SUPPLEMENTAL LOSS FORM TO FSA-2254) USE FOR REPORT TYPES 1, 2, 5, 6, and 7**

Used by the Lender and/or FSA in conjunction with the FSA-2254 to organize and report itemize and/or additional information on a loss for a FSA Guaranteed loan.

**Guaranteed Lenders:** Submit the original of the completed form in hard copy or facsimile to the appropriate FSA Servicing Office with the FSA-2254. Retain a copy for your records. Use a separate form for each loan incurring a loss.

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.

*All users will complete fields as applicable.*

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#### **Part A - Identifying Information: Complete for Report Types 1, 2, 5, 6, and 7**

1 Borrower's Name	Enter the borrower's name – abbreviate when necessary. <b>Example:</b> Thompson, Robert L.  <b>Note:</b> This field is Item 1 on the FSA-2254.
2 FSA ID Number	Enter the borrower's 9 digit identification number.  <b>Note:</b> This field is Item 2 on the FSA-2254.
3 Agency Loan Number	Enter Agency assigned loan number. <b>Example:</b> Loan No. 50  <b>Note:</b> This field is Item 4 on the FSA-2254.
4 Original Loan Amount	Enter the original loan amount established at closing.  <b>Note:</b> This field is Item 16 on the FSA-2254.
5 Original Date of Loan	Enter the original date of the loan established at closing.  <b>Note:</b> This field is Item 17 on the FSA-2254.
6 Percent of Guaranteed Portion Held by Lender	Enter the percent of the guaranteed portion held by the lender. If the Agency has purchased the entire guaranteed portion of the loan, then enter 0. If the loan was not sold or the lender will forward the holder or holders their pro-rata share of any loss payment received, then enter 100.

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	<b>Note:</b> This field is Item 18 on the FSA-2254.
7 Loan Type	<p>Check the box for the applicable loan type:</p> <p>FO = Farm Ownership                      EE = Economic Emergency  SW = Soil and Water                      OL = Operating Loan  OL-LOC = Operating Loan-Line of Credit      CL = Conservation Loan</p> <p><b>Note:</b> This field is Item 6 on the FSA-2254.</p>
8 Report Type Code	<p>Check the box for the applicable Report Type Code:</p> <p>01 – Estimated Loss – (Liquidation)  02 – Final Loss – (Liquidation)  05 – Loss – Bankruptcy Reorganization Loss  06 – Debt Restructure Loss (Write Down- without Shared Appreciation)  07 – Debt Restructure Loss (Write Down- with Shared Appreciation)</p> <p><b>Note:</b> This field is Item 5 on the FSA-2254.</p>

**Part B - Loan Information:**

**1. Current Interest Rate Information – Complete for Report Types 1, 2, 5, 6, and 7**

1A Guaranteed Rate	<p>Enter the current interest rate on the guaranteed portion of the loan.</p> <p><b>Note:</b> This field is Item 7 on the FSA-2254.</p>
1B Guaranteed Rate Type	Check the box for the applicable guaranteed rate type as Variable or Fixed.
1C Interest Rate Basis	Check the box for the applicable interest rate basis as 360 or 365 days.
1D Non-Guaranteed Rate	Enter the current interest rate on the non-guaranteed portion of the loan.
1E Non-Guaranteed Rate Type	Check the box for the applicable non-guaranteed rate type as Variable or Fixed.

**2. Lender Liquidation Information – Complete for Report Types 1 and 2**

2A Payment Due Date	Enter the date the guaranteed loan payment was due.
2B Liquidation Plan Approval Date	Enter the date the liquidation plan was approved by FSA. <b>Complete for Report Types 1 and 2 only.</b>
2C Interest Accrual Termination Date	<p>Enter the date interest accrual was terminated.</p> <p><b>Note:</b> If requesting an extension of the interest accrual termination 210-day rule</p>

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	(which is needed if the Interest Accrual Termination Date minus Payment Due Date is greater than 210 days), explain the special circumstances in Item 60 on the FSA-2254.

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**3. Bankruptcy Case Information – Complete for Report Type 5**

3A Filing Date	Enter the date the borrower's bankruptcy was filed.
3B Chapter No.	Check the box for the applicable borrower's bankruptcy chapter number.
3C Plan Confirmation Date	Enter the date the borrower's plan was approved by the Judicial Court system.
3D Bankruptcy Case No.	Enter the borrower's bankruptcy case number.
3E Effective Date	Enter the date the borrower's confirmed plan became effective.

**4. Debt Restructure (Court-Ordered or Negotiated by Lender)-Complete for Report Types 5, 6, and 7**

4A New Loan Amount	<p>Enter the new loan amount for the guaranteed loan. If the amount is zero, enter \$0.00.</p> <p><b>For Report Type 5</b>, the new loan amount will represent the bankruptcy court-ordered amount.</p> <p><b>For Report Types 6 and 7</b>, the new loan amount will represent the write-down amount negotiated by the lender.</p>
4B Accrued Interest	<p>Enter the accrued interest for the new loan amount, if applicable. If the amount is zero, enter \$0.00.</p> <p><b>For Report Type 5</b>, the accrued interest will represent any accrued interest court-ordered due the bankruptcy.</p> <p><b>For Report Types 6 and 7</b>, the accrued interest will represent any accrued interest negotiated by the lender during the write-down.</p>

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**Part C - Guaranteed Loan Items:**

1 Principal Balance As of Date	<p>Enter the effective date of the principal balance. <b>Complete for Report Types 1, 2, 5, 6 and 7.</b></p> <p>For Report Types 01 and 02 (without a preceding Report Type 01) – This date should be prior to when the majority of the collateral was liquidated.</p> <p>For Report Type 02 (with a preceding Report Type 01) – Enter the date from the Report Type 01 <i>As of Date</i> field for the Principal Balance.</p> <p>For Report Type 05- This date should match Item 3C “Plan Confirmation Date” under Part B - Loan Information.</p> <p>For Report Types 06 and 07- Enter the date of the debt restructure.</p> <p><b>Note:</b> Principal Balance is Item 19 on the FSA-2254 and should correspond with the <i>As of Date</i> used from the lender’s loan ledger.</p>
2 Accrued Interest Owed As of Date	<p>Enter the effective date of the accrued interest owed. <b>Complete for Report Types 1, 2, 5, 6, and 7.</b></p> <p>For Report Types 01 and 02 (without a preceding Report Type 01) – This date should be prior to when the majority of the collateral was liquidated.</p> <p>For Report Type 02 (with a preceding Report Type 01) – Enter the date from the Report Type 01 <i>As of Date</i> field for the Principal Balance.</p> <p>For Report Type 05 – This date should match Item 3C “Plan Confirmation Date” under Part B - Loan Information. Enter the date of the confirmation bankruptcy plan.</p> <p>For Report Type 06 and 07- Enter the date of the debt restructure.</p> <p><b>Note:</b> Accrued Interest Owed is Item 20 on the FSA-2254.</p>

**Part D - Protective Advances and Legal Expenses: Complete for Report Types 2 and 5.**

**1. Principal Balance on Protection Advances**

A Real Estate Taxes	<p>Enter the amount for real estate taxes paid as protective advances.</p> <p><b>Note:</b> Explain in Item 60 on the FSA-2254.</p>
B Transportation	<p>Enter the amount for transportation paid as protective advances.</p> <p><b>Note:</b> Explain in Item 60 on the FSA-2254.</p>
C Other	<p>Enter the amount for other protective advances paid, excluding real estate taxes and transportation advance amounts.</p> <p><b>Note:</b> Explain in Item 60 on the FSA-2254.</p>
D	Enter the sum total of the real estate taxes, transportation, and other protective

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Total Principal Balance on Protective Advances	advances.  <b>Note:</b> This field is Item 23 on FSA-2254.

***Part E - Collateral/Proceeds – Complete for Report Types 1, 2 and 7***

***A. Real Estate Property -Collateral***

1. Real Estate Property Value	Enter the total amount for the real estate property collateral.  For Report Type 7, enter the value the Shared Appreciation is based on.
2. Appraisal Date	Enter the current appraisal date for the real estate property collateral.
3. Number of Acres	Enter the number of acres for the real estate property collateral.

***B. Chattel Property-Collateral***

1. Crops	Enter the total amount for crop collateral.
Appraisal Date (Crops)	Enter the current appraisal date for the crop collateral.
2. Livestock	Enter the total amount for the livestock collateral.
Appraisal Date (Live- stock)	Enter the current appraisal date for the livestock collateral.
3. Equipment	Enter the total amount for the equipment collateral.
Appraisal Date (Equip- ment)	Enter the current appraisal date for the equipment collateral.
C Total Collateral /Proceeds	Enter the total amount for the real estate and chattel (crops, livestock, and equipment) collateral.  <b>Note:</b> This field is Item 27 on FSA-2254.

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**Part F - Liquidation Expenses/Prior Lien**

**1. Liquidation Cost (Complete for Report Types 1 and 2)**

A Appraisals	Enter the total amount for appraisals.
B Auctioneer Expenses	Enter the total amount for the auctioneer expenses.
C Repairs	Enter the total amount for the repairs.
D Legal Expenses	Enter the total amount for the legal expenses.
E Environ-mental Cost	Enter the total amount for the environmental cost.
F Marketing Expenses	Enter the total amount for the marketing expenses.
G Other	Enter the total amount for other liquidation cost, <i>excluding</i> appraisals, auctioneer expenses, legal expenses, environmental cost, and marketing expenses.  <b>Note:</b> Explain in Item 60 of the FSA-2254.
H Total Liquidation Cost	Enter the sum total for liquidation cost.  <b>Note:</b> This field is Item 30 on FSA-2254.

**Part F – Liquidation Expenses/Prior Liens**

**2. Prior Liens (Complete for Report Types 1 and 2)**

1 - 4 Real Estate Debts - Lien Holder Name	Enter the name of each real estate lien holder.
1 - 4 Real Estate Lien Holder Debt	Enter the amount ahead of the guaranteed loan for each real estate lien holder.
5 Total Real Estate Debts	Enter the total sum of the real estate debt ahead of the guaranteed loan.

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***B. Chattel Property Debts***

***1. Crops***

(a – d) Crop Lien Holder Name	Enter the name of each crop chattel lien holder.
(a – d) Crop Lien Holder Debt	Enter the amount ahead of the guaranteed loan for each crop chattel lien holder.
(e) Total Crop Debts	Enter the total sum of the crop chattel debt ahead of the guaranteed loan.

***2. Livestock***

(a – d) Livestock Lien Holder Name	Enter the name of each livestock chattel lien holder.
(a – d) Livestock Lien Holder Debt	Enter the amount ahead of the guaranteed loan for each livestock chattel lien holder.
(e) Total Livestock Debts	Enter the total sum of the livestock chattel debt ahead of the guaranteed loan.

***3. Equipment***

(a – d) Equipment Lien Holder Name	Enter the name of each equipment chattel lien holder.
(a – d) Equipment Lien Holder Debts	Enter the amount ahead of the guaranteed loan for each equipment chattel lien holder.
(e) Total Equipment Debts	Enter the total sum of the equipment chattel debt ahead of the guaranteed loan.
4 Total Chattel Property Debts	Enter the total sum of the total prior liens for crop, livestock, and equipment debts.



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C. Total Prior Liens	Enter the total sum of the real estate and chattel property debts. <b>Note:</b> This field is Item 31 on FSA-2254.

**3. Unpaid Taxes, Ground Rents, and Assessments (Item 32 on FSA-2254)**  
**(Complete for Report Types 1 and 2)**

A. Unpaid Taxes	Enter the amount for unpaid taxes. <b>Note:</b> Explain in Item 60 on the FSA-2254.
B. Ground Rents	Enter the amount for ground rents. <b>Note:</b> Explain in Item 60 on the FSA-2254.
C. Assessments	Enter the amount for assessments. <b>Note:</b> Explain in Item 60 on the FSA-2254.
D. Other	Enter the amount for other related expenses excluding amounts for unpaid taxes, ground rents, and assessments. <b>Note:</b> Explain in Item 60 on the FSA-2254.
E. Total Unpaid Taxes, Ground Rents, and Assessments	Enter the total amount of unpaid taxes, ground rents, assessments, and other. <b>Note:</b> This field is Item 32 on the FSA-2254.

**Part G - Adjustments**

**1. Other Deductions – Complete for Report Types 1, 2, 5, 6, and 7**

A Negligent Servicing	Enter the total amount for deductions due to negligent servicing. <b>Note:</b> Explain in Item 60 on the FSA-2254.
B Unaccounted Collateral Amount	Enter the total amount for deductions due to unaccounted collateral amount. <b>Note:</b> Explain in Item 60 on the FSA-2254.
C Other	Enter the amount or sum of other deductions, excluding negligent servicing and/or unaccounted collateral. <b>Note:</b> Explain in Item 60 on the FSA-2254.
D Total Other Deductions	Enter the sum total of negligent servicing, unaccounted collateral amount, and other. <b>Note:</b> This field is Item 38 on FSA-2254