LENDER'S GUARANTEED LOAN PAYMENT TO USDA

Transaction 4036

INSTRUCTIONS FOR PREPARATION

Purpose: Used by lenders to transmit any funds due FSA when FSA has purchased a part or all of the guaranteed portion of the loan.	
Handbook Reference: 2-FLP	**Number of Copies:** Original and two copies
Signatures Required: Lender	
Distribution of Copies: Original to Finance Office; copy retained by lender; copy forwarded to Servicing Office by lender.	
Automation-Related Transactions: Finance Office	

Lenders must complete Items 1 through 8 (except Item 8B), Items 9 through 11, item 13 and Items 15 through 17.

Fld Name / Item No.	Instruction
1 FSA Account No.	Enter the FSA account number. Enter the state and county code and the borrower's system generated FSA ID number.
2 Lender's ID No.	Enter the lender's ID number.
3 Loan No.	Enter the FSA assigned Loan Number.
4 Branch No.	Enter the FSA assigned Branch Number.
5 Borrower's Name	Enter the Borrower's Name.
6 Lender's Name	Enter the Lender's Name.

Fld Name / Item No.	Instruction
7 Receivable No.	Enter the applicable Receivable Number. (Assigned by Finance Office at time of purchase.)
8A Date Paid Through to FSA	Enter the date through which the accompanying payment pays accrued interest on FSA held portion of loan.
8B Date Principal Paid	Finance Office will enter date of principal.
9 Amount of Principal Payment	Enter FSA's pro-rata share of funds received and applied to principal on the borrower's loan (e.g. payments from the borrower or proceeds from rent, escrow balances, sale of collateral, etc.).
10 Amount of Interest Payment	Enter FSA's pro-rata share of funds received and applied to the interest on the borrower's loan (e.g. payments from the borrower or proceeds from rents, escrow balances, sale or collateral, etc).
11 Total Remittance	Enter the total of Items 9 and 10.
12 Date of Deposit	Finance Office will enter the date of deposit.
13 Payment Code	Enter the applicable payment code. 01 = is used when the loan payment is to be applied toward the regular balance of principal and/or interest. 02 = is used when the loan payment is to be applied toward the deferred principal and/or interest balance based on an approved agreement between FSA, the lender, and the borrower.
14	Finance Office will enter the appropriate servicing fee code.

Fld Name / Item No.	Instruction
Servicing Fee Code	01 = Accrued Interest 02 = Servicing Fee
15 Authorized Lender's Signature	Enter authorized Lender's signature.
16 Title	Enter the title of the representative signing the document.
17 Date	Enter date of lender's signature.