

INSTRUCTIONS FOR PREPARATION

This form is prepared for (1) each loan at the time guarantee is issued, (2) conversion of an existing guaranteed loan to one with interest assistance, (3) payment of guaranteed loan fees, and (4) consolidation of guaranteed loans. The Guaranteed Loan Closing Report must accompany all guarantee fee payments. Lender delivers this form and applicable fee to the Rural Development or Farm Service Agency (herein referred to as "Agency" representative).

Item 1. Enter Borrower's Case Number. Show the state and county code and the borrower's Social Security or Internal Revenue Service Tax Identification Number.

Example:

2	9	0	3	7	0	9	8	7	6	5	4	3	2	8
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Item 2. Enter Borrower's Name and Address. Enter name(s) and address on separate lines. Enter the city and state on same line abbreviating the state to two characters. Do not skip lines. The zip code is alone on the last line.

Example:

J	O	H	N	S	O	N	J	A	M	E	S												
P	O	B	O	X		2	1	7															
R	A	Y	T	O	W	N		M	S														
6	5	1	2	3	ZIP CODE																		

Item 3. Enter applicable Borrower's Type Code. Example:

0	1
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01 = Individual

02 = Corporation

03 = Proprietorship

04 = Coperative

05 = Public Body

06 = Partnership

07 = Other

08 = Indian Tribe

09 = Trust

10 = Limited Partnership

11 = Association of Farmers

12 = Organization of Farm Workers

Item 4. Enter the lender's Internal Revenue Service Tax Identification Number.

Example:

0	7	6	5	4	3	2	5	6	9
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Item 5. Enter the applicable Lender Status Code. Example:

2

LENDER STATUS CODES

1 = Approved

4 = Preferred

2 = Eligible

3 = Certified

Item 6. Enter the applicable Lender type Code. Example:

0	1
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LENDER TYPE CODES

01 = Commercial Bank

02 = Mortgage Loan Co.

03 = Insurance Co.

04 = Production Credit Assn.

05 = Federal Land Bank

06 = Credit Union

07 = Savings & Loan

08 = Banks for COOPS

09 = Small Business Investment Co.

10 = Broker

11 = Other

Item 7. Enter the date the lender's certification became effective. Completed only if Lender's Status Code (item 5) is 3.

Example:

1	0	-	1	5	-	9	3
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Item 8. Enter the date the lender's certification expires. Completed only if item 7 is valued.

Example:

1	0	-	1	5	-	9	3
---	---	---	---	---	---	---	---

Item 9. Enter Lender's Name and Address. Enter name(s) and address on separate lines. Enter the city and state on same line abbreviating the state to two characters. Do not skip lines. The zip code is alone on the last line.

Example:

C	O	O	P	E	R	T	O	W	N	B	A	N	K									
1	8	9	2		E	A	S	T		P	I	N	E		S	T	R	E	E	T		
R	A	Y	T	O	W	N		M	S													
6	5	1	2	3	ZIP CODE																	

Item 10. Enter the applicable Agency Servicing Office.

Item 11. Enter the applicable Source of Funds code. Example: 6

SOURCE OF FUNDS CODES

- 1 = New Guaranteed Loan (includes all loan types)
- 2 = Reserved (used for Direct Loan programs)
- 3 = Reserved
- 4 = Reserved
- 5 = Consolidation of Guaranteed Loans Without Interest Assistance
- 6 = New Guaranteed FLP Loan with Interest Assistance
- 7 = FLP Interest Assistance Only
- 8 = New Guaranteed SFH Loan with Interest Assistance
- 9 = New Guaranteed B&I Loan with Interest Rate Buydown

Item 12. Enter the applicable Interest Assistance code. Used for Single Family Housing loans only. Example: 1

- 1 = Eligible for Interest Assistance Program
- 2 = Ineligible for Interest Assistance Program

NOTE: Only enter 2 if the borrower does not qualify for the Interest Assistance Program at the time of loan closing, and the borrower will not be eligible for interest assistance during the remaining life of the loan. You should enter 1, if the borrower is eligible to participate in the Interest Assistance Program even though he may not be receiving interest assistance at the time of loan closing.

Item 13. Enter the Guarantee Fee Purpose Code. Leave blank if Source of Funds code (item 11) is input as 7 (FP Interest Assistance Only).

GUARANTEE FEE PURPOSE CODES

- 1 = Substitution
- 2 = Extension
- 3 = Initial Closing—Fee
- 4 = Second Half Payment
- 5 = Consolidation (No Fee on Consolidated Loans)
- 6 = Reserved
- 7 = Initial Closing—No Fee

NOTE: If consolidating loans (item 13 equals 5), all loans must be closed. This form will not close and consolidate loans at the same time.

Item 14. Enter 4.0 if the guarantee fee purpose code equals 6 (item 13). Otherwise, leave blank.

Example: 1 1/2 percent = 01151010

Item 15. Enter amount of Guarantee Fee to be Paid with this report.

Examples of the computations for each Guaranteed Fee Purpose Code (item 13) are given below:

Item 13 equals 1 (Substitution)

Balance Owed on loan (Item 30)	46,928.52
Percent of Guarantee (Item 21)	x .90
Total	42,235.67
One Percent	x .01
Guarantee Fee	422.36

Item 13 equals 2 (Extension)—The guarantee fee should equal 1/2 of 1 percent of the principal balance on the loan if maturity date is 1 year or less. The guarantee fee should equal 1 percent if the maturity date is greater than 1 year with the option that 1/2 of the fee may be paid as of the date of the Extension (Renewal) and second half payable in a single installment within 1 year and 10 days.

LOAN MATURING IN 1 YEAR OR LESS:

Balance owed on Loan (Item 30)	46,928.52
1/2 of One Percent	x .005
Guarantee Fee	234.64

LOAN MATURING IN MORE THAN 1 YEAR:

Balance owed on Loan (Item 30)	46,928.52
One Percent	x .01
Guarantee Fee	469.29

Item 13 equals 3 (Initial Closing)—The guarantee fee should equal the guarantee rate multiplied by the guaranteed portion of the loan. Example:

Amount of Loan (Item 16)	50,000.00
Percent of Guarantee (Item 21)	x .90
Total	45,000.00
One Percent	x .01
Guarantee Fee	450.00

Item 13 equals 4 (Second Half Payment)—The guarantee fee is the second 1/2 of the extension payment. Computations to check this are not necessary.

Item 13 equals 5 (Consolidation)—There is no fee required. Leave Item 15 blank.

Item 13 equals 7 (Initial Closing—No Fee)—There is no fee required. Leave Item 15 blank.

Item 16. Enter the amount of loan as follows:

- (A) Enter the full amount of the loan for new loans or for new loans with buydown or interest assistance.
- (B) Enter the principal balance of an existing loan when establishing interest assistance on an existing loan.
- (C) Enter the full amount of an existing line of credit if the interest assistance is established during the period of advances.
Otherwise, enter the principal balance. Example:

Original Line of Credit Amount	\$100,000.00
Length of Loan	7 years
Period of Advances	3 years
Establishing Interest Assistance in Year 1 enter	\$100,000.00
Establishing Interest Assistance in Year 2 enter	\$100,000.00
Establishing Interest Assistance in Year 3 enter	\$100,000.00
Current Principal Balance in Year 4	\$76,450.00
Establishing Interest Assistance in Year 4 enter	\$76,450.00

NOTE: THE AMOUNT ENTERED IN THIS ITEM MUST MATCH THE AMOUNT OBLIGATED.

- Item 17. Enter cumulative loan advances as of date of loan closing. If loan is fully advanced, enter amount of loan. If a line of credit, enter current unpaid principal balance. If no advances have been made, enter 0.00. Example: \$ 3 5 0 0 0 0 0 0
- Item 18. Enter the closing date. The date will be the date of loan for new loans or the effective date of the buydown or interest assistance for existing loans.
- Item 19. Enter the maturity date of the loan.
- Item 20. For Farm Loan Program loans with Interest Assistance only, enter the term or length of the Interest Assistance Program in years. Must equal 1 - 10. Leave blank for all other loans.
- Item 21. Enter the percent of loan guarantee as determined by Agency Instructions.
Example: 0 9 0 0 0 0 0
- Item 22. Enter the lender's interest rate on the guaranteed portion of the loan prior to any interest rate reduction due to buydown, interest assistance, or subsidy. For Rural Housing loans, enter the note rate.
- Item 23. Enter the rate that will be used to compute the interest charged to the borrower on the nonguaranteed portion of the note prior to any interest rate reduction due to buydown, interest assistance, or subsidy. For Rural Housing Loans, enter the note rate.
- Item 24. Enter 4.0.
- Item 25. For Farm Loan Program Operating Lines of Credit only (Type of Guarantee in Item 27 is input as 1), enter the length of the operating line of credit in years. Must equal 1, 2, 3, 4, or 5. Leave blank if Type of Guarantee in Item 27 is input as 2.
- Item 26. Reserved
- Item 27. Enter the applicable type of guarantee. Line of credit loans are coded 1; all others are 2.
- Item 28. Enter the interest basis. (number of days: 360 or 365)
- Item 29. Enter the applicable interest rate code. Multi-rates could involve different interest rates on the guaranteed portion and the unguaranteed portion of the loan.
Example: 1
- Item 30. Enter the principal balance owed on loan as of substitution or extension date (Item 13 equals 1 or 2). In all other cases leave this item blank.
- Item 31. Enter the ending date of the previous guarantee period if Item 13 equals 2 (Extension). In all other cases leave this item blank.
- Item 32. If Item 13 equals 2, enter the date the guarantee period ends. The guarantee fee period is 1 year for loans repayable in 1 year or less; 3 years for loans for operating purposes repayable in more than 1 year; and 5 years for loans for real estate purposes repayable in more than 1 year.
Example: 0 9 - 3 0 - 9 5
- If Item 13 equals 3, 5, 6, or 7, and the guarantee period is shorter than the length of the loan, enter the date the guarantee period ends. In all other cases, this item is blank.
- Item 33. Enter the First Annual Review Date on this loan (FLP and SFH Loans with Interest Assistance Only)
For Annual Payment loan this should be the First Annual Payment Due Date.
For all other loans, this will be the date established by the lender as being the last day of the first period of interest assistance and will be the date in block 23 in the Interest Assistance Agreement, Form RD 1980-64, or Form FSA 1980-64.
This date must be no more than 12 months from the closing date of the note. Once established, all future claims and reviews will be made effective on the anniversary of this date each year.
- Item 34. Identify whether this is a Certified Loan.
- Item 35. Enter the authorized lender's signature. THIS FORM WILL BE RETURNED IF IT IS NOT SIGNED.
- Item 36. Enter the title of the person authorized to sign this form.
- Item 37. Enter the date signed by the lender's representative.
- Item 38. The guaranteed loan number will be automatically assigned when the loan closing processes. After the closing processes, enter the LOAN NUMBER from the Guaranteed Loan Account Information (GL) Screen.
- Item 39. Enter the obligation loan number (LNUM on the Unclosed Status (UN) Screen). Required for all loans except for consolidations.
- Item 40. Enter the Agency assigned lender branch number. Verify that this branch number is correct for the name and address shown in item 9 using the Lender Cross Reference.
- Item 41. FINANCE OFFICE USE ONLY. The Finance Office will enter the deposit date for corrections to the deposit fund.
- Item 42. Enter the authorized Agency signature.
- Item 43. Enter the title of the person authorized to sign this form.
- Item 44. Enter the date signed.