

PROCEDURE FOR PREPARATION : HB-1-3550 and HB-2-3550.

PREPARED BY : Field office personnel.

NUMBER OF COPIES : Original and one copy.

SIGNATURES REQUIRED : None.

DISTRIBUTION OF COPIES : Original and borrower's remittance to:
USDA – Rural Housing Service
Attn: Cash Management Section – FC 20
P. O. Box 66831
St. Louis, MO 63166-6831

GENERAL INSTRUCTIONS

PURPOSE: This form is used to submit miscellaneous payments made on section 502 and 504 Rural Housing loans and closings. Generally, all monetary receipts made in the field office which is not a regular installment shall be remitted on this form. Payments must be made by a negotiable instrument such as check, money order, or cashier's check. All cash will be converted to a money order at the borrower's expense.

USED BY : Field personnel authorized to accept receipts.

NOTE : Please use Form RD 3550-26/27, Substitute Payment Coupon, for regular Rural Housing Service payments.

INSTRUCTIONS FOR PREPARATION

- (1) Please enter your five-digit field office code.
- (2) Please enter the current date.
- (3) Please enter the borrower's name (last, first, middle initial).
- (4) Please enter the borrower's ten-digit account number.
- (5) Please enter the amount collected for that particular Reason Code. (See 6 below.)
- (6) Please enter the two-digit receipt Reason Code. (See the reason codes defined below.)
- (7) Please enter the total dollar amount of the transactions. The Total Remittance must equal the total amount on the check, money order, or cashier's check.

<u>REASON CODES</u>	<u>DEFINITION</u>
01	Credit Report Fees
02	Appraisal Fees
03	Conditional Commitment Fees
05	Cancellation of Treasury Funds
10	Lease Payment
11	Sale of Acquired Property
20	Principal Curtailment
21	Interest Curtailment
30	Payment on Late Fees
31	Payment on NSF Fees
32	Payoff Statement Fees
33	Replacement Billing Statement Fees
40	Escrow Cushion Payment
50	Tax Service Fees
51	Refund from Taxing Authority
52	Payment on Tax Advance
60	Loss Draft Check
61	Refund from Insurance Carrier
62	Payment on Forced-Place Insurance
00	Receipt other than Regular Payment – Explain:
98	Payoff
99	Wire Transfer – Information Purposes