

INSTRUCTIONS FOR PREPARATION

- (1): ENTER THE BORROWER'S 10-DIGIT ACCOUNT NUMBER. IF A MULTIPLE LOAN, ENTER PRIMARY ACCOUNT NUMBER.
- (2): ENTER THE BORROWER'S LAST NAME, FIRST NAME OR INITIAL, MIDDLE NAME OR INITIAL. DO NOT PUT ANY SPACES OR COMMAS. ABBREVIATE WHEN NECESSARY (NOT LAST NAME).
- (3): ENTER THE AMOUNT OF THE REGULARLY SCHEDULED PAYMENT.
- (4): ENTER THE AMOUNT OF THE EXTRA PAYMENT (PAYMENT ABOVE AMOUNT DUE) TO BE APPLIED TO LOAN PRINCIPAL.
- (5): ENTER THE AMOUNT OF THE LATE CHARGE DUE (4% OF SCHEDULED PRINCIPAL/INTEREST) IF PAYMENT IS MADE AFTER THE SCHEDULED DUE DATE PLUS THE GRACE PERIOD.
- (6): ENTER THE TOTAL AMOUNT OF THE COLLECTION APPLICABLE TO THE ACCOUNT NUMBER SHOWN (INCLUDING FIELDS 3 AND 4) THIS AMOUNT MUST EQUAL THE TOTAL OF THE REMITTANCE(S) (i.e., CHECK, MONEY ORDER) BEING SUBMITTED WITH THIS COUPON.