

FORMS MANUAL INSERT

FORM RD 1951-62

To be used by County Offices for submission of problem cases to the State Office correspondence coordinator.

(see reverse)

PROCEDURE FOR PREPARATION : RD Instruction 1951-A.

PREPARED BY : County Office.

NUMBER OF COPIES : Original only.

SIGNATURE REQUIRED : Initiating Official.

DISTRIBUTION OF COPIES : Original to State Office.

INSTRUCTIONS FOR PREPARATION

Make a brief descriptive statement such as, unapplied payments, credit sales, or interest credits.

BLOCK 8. PROBLEM EXPLANATION: Explain what is wrong with the account.

Provide relevant detail information concerning dates and amounts. Example - Payment dated February 25, 1982, Schedule No. 147 for \$86.50 has not been applied.

Send copies, pertinent forms, and/or reports. For example: If you are questioning a delinquency, send a copy of your most recent delinquency report and a completed Form RD 1951-63, Delinquency Audit Worksheet. Attach copies of both front and back of either the check or money order when applications of a direct payment is in question. Attach copies of both front and back of a personal check when a schedule is involved. Copies of checks and money orders forwarded should be clear.