

INSTRUCTION FOR PREPARATION

The purpose of this form is to make adjustments to a guaranteed loan borrower's account. These adjustments are of a statistical nature and will not cause a check to be disbursed. This form cannot be used to change borrower's case number, loan number, or name. On all monetary adjustments enter the correct amount not the amount of the adjustment necessary.

- Item 1. Enter the Borrower's Case Number. Show the state and county code and the borrower's Social Security or Internal Revenue Service Tax Identification Number. Example: 219101712101817161514131217161
- Item 2. Enter Agency assigned Loan Number. Example: 0121
- Item 3. Enter the Borrower's Name – Abbreviate when necessary. Example: T1H1O1M1P1S1O1N1 1R1O1B1E1R1T1 1L1

NOTE: The following items 4 through 19 may be changed. Insert the correct data for each item that needs to be corrected. Fill in only items that are in error, leave correct items blank. On adjustments to monetary items, enter the correct amount, not the amount of the adjustment necessary.

- Items 4–5. Enter the date of Loan Closing and the Maturity Date of Loan respectively. Example: 4. 0161-13101-17181
5. 0161-13101-18151

- Item 6. Enter the beginning date of the guarantee period. (Note: There cannot be a break in the guaranteed period.)
Example: 0191-13101-17181

- Item 7. Do not complete for loan note guarantee. For contract of guarantee associated with fee payments enter the date the guarantee period ends. The guaranteed 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: 0191-13101-17191

- Item 8. Enter the borrower's rate as shown on the note: Example: 01510101010101

- Item 9. Enter applicable lender Interest Rate.
(1) New Loan – negotiated rate between lender and borrower except subsidized loans in which case the rate will be specified by the Agency.
(2) Renewal (Extension) – Current Agency rate or borrower rate whichever is greater.
(3) Substitution – lender's rate as of loan closing. Example: 01912151010101

- Item 10. Enter Interest Basis (number of days 360 or 365). Example: 316101

- Item 11. Enter applicable Interest Rate Code. Multi-rates would involve different interest rates on the guaranteed portion and the unguaranteed portion of the loan. Example: 11

- Item 12. Enter applicable code. Example: 11

- Item 13. Enter applicable code. Example: 11

- Item 14. Enter applicable amount if item 13 is Code 1 or 3. Example: \$ 1111119141515101

- Item 15. Enter Date of First Default Notice. Example: 0191-13101-17181

- Item 16. Enter applicable code. Example: 11

- Item 17. Enter applicable code. Example: 11

- Item 18. Enter the number of years a borrower may receive advances on an operating Line of credit loan.

- Item 19. Enter Debt Adjustment Program assistance code.
(1) 10 percent of debt-adjusted loan written off.
(2) Interest rate adjustment made in lieu of write off.
(3) Combination of 1 and 2 where less than 10 percent of debt-adjusted loan is written off.

- Item 20. Complete this section if additional information is necessary in explanation of this adjustment.

- Items 21-23. Self-explanatory.

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