

PROCEDURE FOR PREPARATION : RD Instruction 1951-B and HB-1-3550 and HB-2-3550.

<u>PREPARED BY</u> : Local office employees.

NUMBER OF COPIES : Original only.

<u>SIGNATURES REQUIRED</u> : None.

<u>DISTRIBUTION OF COPIES</u> : Original and Borrower's Remittance(s) to Treasury

Lockbox Address on the coupon.

## **GENERAL INSTRUCTIONS**

<u>Purpose</u>: This form is to be used only to submit payments made on Section 502 or 504 Rural Housing (RH) loans (fund codes 36, 37, 46, or 47) which are delivered to the field office by the borrower and an appropriate Form RD 370-46, OCR Direct Payment Coupon, is not available for the borrower.

NOTE: PAYMENTS MADE IN CASH, REFUNDS, EXTRA PAYMENTS, AND FINAL PAYMENTS MUST BE SUBMITTED ON FORM RD 451-2, SCHEDULE OF REMITTANCES, IN ACCORDANCE WITH RD INSTRUCTION 1951-B, COLLECTIONS.

-2- (Forms Manual Insert - Form RD 1951-26)

<u>Used By</u>: Field offices located in the following states must use <u>Form RD 1951-26</u>:

Connecticut Delaware Indiana Kentucky Maine Maryland Massachusetts Michigan New Hampshire New Jersey New York North Carolina Ohio Pennsylvania North Dakota Puerto Rico Rhode Island South Carolina South Dakota Tennessee Vermont Virgin Islands Virginia West Virginia

NOTE: FIELD OFFICES NOT LOCATED IN THE STATES LISTED ABOVE SHOULD USE <u>FORM</u> RD 1951-27, SUBSTITUTE PAYMENT COUPON FOR SINGLE FAMILY HOUSING LOANS.

## **INSTRUCTIONS FOR PREPARATION**

Items 1 - 3	Enter the Borrower's Case Number; the state and county code and the borrower's identification
	number.

Items 4 - 5 Enter the correct fund code and loan number. For a payment covering two or more rural housing loans, insert "RH" in both the "FUND CODE" and "LOAN NO." fields. Example:

FUND CODE LOAN NO.

Item 6 Enter the amount of the collection applicable to the loan number shown. This amount must equal the amount of the remittance(s) (check, money order, etc.) being submitted with the coupon. Insert leading zeros in the "DOLLARS" field and enter zeros in the "CENTS" field if there are no cents in the payment amount. Example: \$143.00.

D O L L A R S C E N T S

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Item 7 Enter the borrower's last name, first name or initial, middle name or initial. Do not put any spaces or commas between the names or initials. Abbreviate when necessary. Example: John Q. Public

