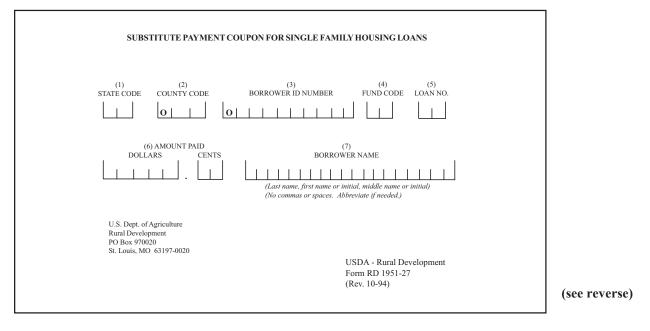
FORMS MANUAL INSERT



PROCEDURE FOR PREPARATION: RD Instruction 1951-B

 PREPARED BY
 : RD field office employees.

 NUMBER OF COPIES
 : Original only.

 SIGNATURES REQUIRED
 : None.

 DISTRIBUTION COPIES
 : Original and Borrower's Remitttance(s) to Treasury Lockbox Address on the coupon.

 GENERAL INSTRUCTIONS

PURPOSE: 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, 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.

Used By: Field offices located in the following states must use RD form 1951-27:

Alabama	Alaska	Arizona
Arkansas	California	Colorado
Florida	Georgia	Hawaii
Idaho	Illinois	Iowa
Kansas	Louisiana	Minnesota
Mississippi	Missouri	Montana
Nebraska	Nevada	New Mexico
Oklahoma	Oregon	Texas
Utah	Washington	Wisconsin
Wyoming	Western Pacific	

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

INSTRUCTIONS FOR PREPARATION

- Items 1-3 Enter the Borrower's Case Number ; the state 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	OCOD	E LC	LOAN NO.	
R	Н	L I	2	H

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

DOL	LAR	S		CENTS				
0	0	1	4	3].	0	0	

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

BORROWER NAME

PUBLIICJOHNQ
