## **FORMS MANUAL INSERT**

## **FORM RD 1951-57**

UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT (3-87)				To be used to request copies of loan summary statements from the Finance Office
REQUEST FOR LOAN SUMMARY STATEMENT				NOTE: County or District Offices that service more than on
TO: Rural Developm Loan and Invest 1520 Market Str St. Louis, MO 6	or Accounting Branch reet	DATE DELIVER TO (MAIL CODE)		office must prepare a seperate form for eac county code.
Request of Loan Summary S	statement(s) For:			
Borrowe	er Name(s)	Case Number(s)		
			.	
Requested By				
Title	<del></del>	Signature		
		RD 1951-57 (3-87)		

Office NOTE: County or District Offices that service more than one

office must prepare a seperate form for each county code.

: RD Instructions 1951-A and 1951-E PROCEDURE FOR PREPARATION

**PREPAREDBY** : County or District Offices.

NUMBER OF COPIES : Original.

SIGNATURES REQUIRED : RD Approving Official.

DISTRIBUTION COPIES : Original to Finance Office.

## INSTRUCTIONS FOR PREPARATION

Item 1 - Enter today's date.

Item 2 - Enter field office mail code.

Item 3 - Enter borrower name (last name, first name, and middle initial). This item may be repeated up

to 15 times.

Example: Smith, John A.

Item 4 - Enter borrower case number (2-digit state code, 3-dight count code, and 10-digit borrower

identification number). This item may be repeated up to 15 times.

Example: 02-011-0683451234

Item 5 and 6- Self-explanatory.