





**INSTRUCTIONS FOR PREPARATION**

- Item 1 Enter the Report Type Code.
- Item 2 Agency use only. Enter the date received by Agency.
- Item 3 Enter borrower's Agency identification number - State Code - County Code - Borrower ID Number.  
Example: 

0	1	-	0	1	2	-	0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
- Item 4 Enter borrower name.
- Item 5 Enter the Agency assigned Guaranteed Loan Number. Example: 

5	0
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- Item 6 Enter the Date of Settlement/Liquidation.  
Example: 

0	3	-	1	5	-	9	2
---	---	---	---	---	---	---	---
- Item 7 Enter the Lender's Tax Identification Number. Example: 

9	8	8	6	5	4	3	2	1
---	---	---	---	---	---	---	---	---
- Item 8 Enter the Lender's Branch Number. Example: 

0	1
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- Item 9 Enter the Lender's Name.
- Item 10 Enter the unpaid Principal Balance on the original note or total Principal Advanced, whichever is less, as of Date of Settlement.  
Example: 

\$				5	0	1	1	2	0	0
----	--	--	--	---	---	---	---	---	---	---
- Item 11 Enter the accrued interest owed on the Principal Balance as of the Date of Settlement.  
Example: 

\$				1	5	7	2	4	9
----	--	--	--	---	---	---	---	---	---
- Item 12 Enter the Principal Balance owed on Protective Advances. Example: 

\$						5	0	0	0	0
----	--	--	--	--	--	---	---	---	---	---
- Item 13 Enter the Accrued Interest owed on Protective Advances. Example: 

\$								4	4	3	1
----	--	--	--	--	--	--	--	---	---	---	---
- NOTE: The Lender must provide an attachment for the calculation of Accrued Interest Owed on Note(s), Unpaid Protective Advances, and Accrued Interest on Protective Advances, showing periods of time, interest rate, and amount.
- Item 14 Enter the total of items 10 through 13. Example: 

\$						5	2	2	2	8	8	0
----	--	--	--	--	--	---	---	---	---	---	---	---
- Item 15 If the Property was sold, enter the Amount of the Sale. If Property was not sold, leave blank. Example: 

\$						3	5	0	0	0	0	0
----	--	--	--	--	--	---	---	---	---	---	---	---
- Item 16 If Item 15 was completed, enter the Lender's actual authorized liquidation costs. The Lender must attach separate documentation of these costs. Example: 

\$						5	2	5	0	0
----	--	--	--	--	--	---	---	---	---	---
- Item 17 Subtract Item 16 from Item 15. Example: 

\$						3	4	4	7	5	0	0
----	--	--	--	--	--	---	---	---	---	---	---	---
- Item 18 If there were funds remaining in escrow account(s), enter the amount of such funds here. If there were no funds remaining, leave blank. Example: 

\$						2	0	0	0	0
----	--	--	--	--	--	---	---	---	---	---



- Item 36 Multiply Item 35 by 85%. Enter the result here. if Item 35 is blank, do not complete and skip to Item 38.  
Example: 

\$																			
----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- Item 37 Enter the Total of item 34 and 36. This figure can not exceed Item 28.  
Example: 

\$																			
----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- Item 38 Enter the Lesser of Items 33 or 37. If Item 37 is blank, enter the amount from Item 33.  
Example: 

\$						1	6	8	3	8	0
----	--	--	--	--	--	---	---	---	---	---	---
- Item 39 Indicate if the borrower is being released from liability: Y = yes, N = no. Example: 

N
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- Item 40 Enter the Adjustment Reason Code. Complete only if Item 30 and/or Item 31 is completed.  
Example: 

0	1
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- 01 - Unauthorized Expenses
- 02 - Negligent Servicing
- 03 - Unauthorized Use of Funds
- 04 - Fraud
- 05 - Violation of Usury Laws
- 06 - Failure to Obtain Required Security
- 07 - Delay in Filing Loss Claim
- 08 - Other Reasons

- Item 41 Indicate if the lender is due additional interest from settlement date to the check date.  
Y - yes, N = no. Example: 

N
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- Item 42 If Item 1 is equal to 4, enter the amount due Agency. If this is not a recovery, leave blank.  
Example: 

\$						4	2	1	0	4	5
----	--	--	--	--	--	---	---	---	---	---	---
- Item 43 If Item 1 is equal to B, enter the balance due lender.  
Example: 

\$						3	5	7	5	3	0
----	--	--	--	--	--	---	---	---	---	---	---
- Item 44 Agency official signature, title, and date completed.

**NOTE: ITEM 45-58 WILL BE COMPLETED BY FINANCE OFFICE.**

- Item 45 Enter the amount on which to compute additional interest.
- Item 46 Enter the note interest rate.
- Item 47 Enter the basis, 360 or 365.
- Item 48 Number of days on which additional interest is paid. From the settlement date to the check date or on type B loss from previous check date to current date.
- Item 49 Enter the total interest. Item 45 x Item 46 divided by Item 47 x Item 48.
- Item 50 Enter the total of Item 33 plus Item 49.
- Item 51 Enter the loss up to 35% of the loan amount or principal actually advanced (Item 27). Item 27 x 35%.
- Item 52 Enter the difference of Item 50 less Item 51.
- Item 53 Enter the product of item 52 multiplied by 85%.
- Item 54 Enter the total of item 51 plus Item 53.
- Item 55 Enter the lesser of Item 50 or Item 54.
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Item 56 Enter the check amount.

If additional interest is due on a type 2 loss, enter the total from Item 55.

If no additional interest is due on a type 2 loss, enter the total from Item 38.

If the loss is a type B loss, enter the total of Item 43 plus Item 49.

Item 57 Enter the check issue code.

Item 58 Enter the date of the manual check if Item 57 equals 2.

Item 59 Enter the deposit date for type 4 losses.