

General Instructions

Form RD 451-2, Schedule of Remittances, is used to transmit payment/collection information to the Deputy Chief Financial Officer (DCFO) in accordance with RD Instruction 1951-B, Servicing and Collections.

Prepare Form RD 451-2 carefully and legibly. Use a typewriter whenever possible; otherwise, print the information with an indelible pencil or pen.

Form RD 451-2 will not be used for collections for the following loan types:

Rural Rental Housing, Rural Cooperative Housing, or Farm Labor Housing collections are remitted in accordance with RD Instruction 1951-K.

Single Family Housing Collections are remitted in accordance with DLOS Field Office Handbook HB-1-3550.

INSTRUCTIONS FOR PREPARATION

- Item 1 Enter the mail code of the office remitting the collection information.
- Item 2 Place an "X" in this box for normal collection(s) to be immediately applied to a computer-based borrower account. Complete for regular payments, extra payments, and final payments. DO NOT include miscellaneous collections described in Exhibit A, Miscellaneous Collections, with normal collections.
- Item 3 Prepare a separate schedule for each type of miscellaneous collection listed in Exhibit A. Insert the applicable number in the miscellaneous collections box.
- Item 4 Assign a schedule number for each Form RD 451-2 starting with 001 and continue in sequence through 990, then restart with 001. DO NOT skip a number in the sequence. Schedule numbers 991 through 999 are reserved for Finance Office use. When using two or more pages for a day's business, items 10-15 will be completed on the last page only. Identify each schedule with the page number and total number of pages; i.e., 1 of 3, 2 of 3, 3 of 3 on the lower right corner of the schedule.
- Item 5 For normal collections (item 2), enter the borrower's last name, first name, and middle initial exactly as it appears on the official records. For example, Smith, John S. When a collection applicable to more than one loan for the same borrower is remitted, ditto marks may be used to show that the item above it is to be repeated.

For miscellaneous collections (item 3), reference Exhibit A to determine specific requirements.

Item 6 For normal collections (item 2), enter the borrower's case number (state, local, and borrower ID). For acquired property and lease related remittances, enter the property ID number and/or lessee's case number. Refer to Exhibit A for specific instructions for miscellaneous collections.

For rent payments received from property that RD and FSA rents out for a borrower's account on which there is foreclosure action pending (FAP), enter "FAP - Rent Payment" on the line below the name. Enter "G" (extra) in column 1 of the loan coding section.

Item 7 For normal collections (item 2), enter the fund code and the loan number.

For miscellaneous collections (item 3), complete the fund code and loan number EXCEPT leave this field blank for miscellaneous collection codes 2, 4, 10-14, 19, 20, 27, 29, and 37. For miscellaneous collection codes 15 and 60-69, complete fund code and lease number.

Item 8 Enter the amount of the collection. If the collection is applicable to more than one loan for a borrower, list each "Loan Code" and amount applicable on separate lines.

If more than one remittance (check, money order, etc.) is being submitted for application to the SAME loan, the separate remittance amounts will be summarized by type of payment (regular, extra, refund, or equity receivable) and shown as one amount for each type submitted.

On extra payments or refunds for principal plus interest bonds, the amount of the collection applicable to each future installment being redeemed should be entered on separate lines.

If interest on the redeemed bonds is collected, it should be entered on a separate line and coded as regular payment.

Item 9 Loan Coding-Types of payment: A-Administrative Internal Offset; D-Installment Set Aside; G-Extra; Q-Equity Receivable; R-Regular; U-Refund (return of unused funds); Y-Refinancing

Column 1 - Complete for all normal collections (item 2)

Column 2 - Complete with an "X" when a loan is being fully paid.

Column 3 - Complete when there is an "X" in column 2. Enter the final payment code:

R-Refinance, S-Sale of Property, I-Income, O-Other.

For miscellaneous collections (item 3) complete column 1 in accordance with the following table.

Miscellaneous Collection Code	Loan Coding/Column 1
1 3 6 8 32 35	R
2 4 10 11 12 13 14 15 19 20 27 29 36 37 60 thru 69	Not Applicable
5 7 21 28 30	R, G, or U
9 17 31 33	U
16	Q
50 thru 59	A

For operating type credit loans made prior to January 1, 1972, which are not fully paid, these columns may be used to show installment dates.

For payments on equity recapture receivable accounts enter, Q-Equity Receivable in column 1 (columns 2 and 3 will be left blank). For payments on equity recapture partial sales, enter Q in column 1, the first position of the partial sale number in column 2, and the second position of the partial sale number in column 3.

For payments on principal plus interest bonds (fund codes 50 through 97 except, 83 and 84) coded extra or refund, indicate the installment date (month and year only) applicable to the bonds being redeemed. For example, an installment date of October 2022 will be shown: | 10 | 2 | 2 |

- Item 10 Enter the total of collections listed on each line in item 8.
- Item 11 Complete if money orders or bank drafts are purchased for cash collections which are to be forwarded to the Wholesale Lockbox. Enter the total amount of fees.
- Item 12 The amount shown in Gross Collection (item 10) minus money order fees (item 11). This amount must balance to the FORRR.
- Item 13 Show the date the schedule is mailed to the wholesale lockbox.
- Item 14 Signature of RD or FSA employee authorized to accept collections.
- Item 15 Enter the date the collection was received in the collecting office. A separate schedule must be prepared for each date of credit.

Exhibit A

MISCELLANEOUS COLLECTION

**Misc.
Collection
Code**

Description

- 1 Initial loan payment on credit sale enroute for processing. (Subsequent collections will be “normal collections”).
- 2 Credit report fee-A separate line item should be prepared for each credit report fee collected. Each individual’s social security number should be entered in item 6 for each credit report ordered. Do not combine multiple credit report fees into one line item, even if paid by one person or related to one loan application.
- 3 Downpayment by transferee (Assumption Agreement). Enter the transferee’s name and case number in items 5 and 6. The following statement should be inserted immediately below the borrower’s name (transferee) and case number:

“1M transactions with an effective date of _____.
Transferor Name _____ Case No. _____ Fund Code _____
Loan No. _____”
- 4 Fee for conditional commitment application-Show name of applicant in item 5.
- 5 Judgment account.
- 6 Adjustment offer-compromise offer. Identify adjustment offer or compromise offer below name (item 5). Schedules covering payments made in compromise offers or made either simultaneously with the adjustment offer or before receipt of notice of approval, will have a notation “Compromise Offer-RD (or FSA),” or “Adjustment Offer - RD (or FSA),” as appropriate. Schedules covering subsequent payments by borrowers under approved adjustment will have a notation “Payment Under Approved RD (or FSA) Adjustment.”
- 7 Foreclosure sale-bankruptcy sale.
- 8 Credit for account previously charged off.

**Misc.
Collection
Code**

Description

9 Refund of collections made payable to RD or FSA which RD or FSA is not entitled. Use only when the associated collection is being submitted.

Refund of collections previously submitted must be requested in writing (not by a schedule of remittances). Include in the written request the borrower's/lessee's name, case number, fund code, loan number, amount of payment applied to account, date of credit, form of remittance (schedule or coupon), refund amount, reason for refund, and name refund is to be made payable. The request should be signed and dated by the borrower/lessee and the Local/Area Supervisor. Submit the request as follows:

For FSA loans:

USDA, FSA, St. Louis/KCMO Finance Office
PO Box 200003
St. Louis, MO 63120

For Rural Development loans:

USDA, Rural Development
Attn: Miscellaneous Servicing Section
FC 340-D
PO Box 200011
St. Louis, MO 63120

10 *Miscellaneous income to be applied to inventory account.

11 *Downpayment on purchase of inventory property.

12 *Cash sale of acquired property.

13 *Chattel sales-acquired property.

14 *Mineral interest on Government owned property.

***For miscellaneous collection codes 10 through 14, identify collection with former owner's name (item 5) and property ID number (two digit state code, three digit county code, and five digit advice number (item 6). Leave fund code and loan number (item 7) blank.**

Schedules prepared in connection with liquidations will be prepared only for the amount actually received. The amount should not include sale costs or amounts distributed to other lienholders.

**Misc.
Collection
Code**

Description

- 15 Rent and lease of Government owned real estate. Identify collection with former owner's name (item 5) property ID number (item 6), and lessee's fund code and lease number (item 7). Below former owner's name and Property ID number, show lessee's name and lessee's case number.
- 16 Equity receivable (Net Recovery Buyout and Shared Appreciation Agreement). This code will be used of all equity recapture receivable collections. If payment is for an equity recapture partial sale, enter Q-Equity Receivable in column 1 and partial sale number in columns 2 and 3 of the loan coding section (item 9). The following statements are to be completed and inserted immediately below the name and case number (use items 5 and 6 only).
Amount of Original Equity Recapture Established \$ _____
Less: Amount of Equity Recapture Collected to Date \$ _____
Equals: Remaining Equity Recapture to be collected \$ _____
- 17 Return of unused grant funds. If all or a portion of unused grant funds have not been used when the project is completed, the unused funds will be refunded to the account from which they were disbursed. The schedule will have a notation "Return of Unused Grant Funds Disbursed On _____."
- 18 Finance Office use only.
- 19 Subordinate agreement fee.
- 20 Sale of abstract.
- 21 Other. An explanation of the collection should be identified (use items 5 and 6 only).
- 22-26 Do not use these codes.
- 27 Security deposit for leased property. Identify collection with former owner's name (item 5) and property ID number (item 6). Leave fund code and loan number (item 7) blank. Below former owner's name and property ID number, show lessee's name (item 5) and lessee's case number (item 6).
- 28 Repayment of unauthorized loan funds-to-be applied according to provisions of RD Instruction 1951-O.

**Misc.
Collection
Code**

Description

- 29 Repayment of unauthorized grant funds-to-be applied according to provisions of RD Instruction 1951-O.
- 30 Guarantee loan fees. Note: The loan information shown on Form RD 1980-19, Guaranteed Loan Closing Report, will be processed via the Automated Discrepancy Processing System (ADPS) by the field offices using Transaction Code GA/4030, Guaranteed Loan Closing Report. Retain Form RD 1980-19 at the appropriate field office.
- 31 Repayment of appraisal fee on guaranteed farmer program loan.
- 32 Payment on repurchased guaranteed loan. Note: Mail Form RD 1980-43, Lender's Guaranteed Loan Payment, as follows:
 For FSA loans:
 USDA, FSA, St. Louis/KCMO Finance Office
 Loan Operations Division
 PO Box 200003
 St. Louis, MO 63120

 For Rural Development loans:
 USDA, Rural Development
 Attn: Guaranteed Loan Branch
 FC 350
 PO Box 200011
 St. Louis, MO 63120
- 33 Subsequent recovery of final loss refund on guaranteed loan,
Note: Form RD 449-30, Loan Note Guarantee Report of Loss, will be mailed directly to the following addresses:
 For FSA loans:
 USDA, FSA, St. Louis/KCMO Finance Office
 Loan Operations Division
 PO Box 200003
 St. Louis, MO 63120

 For Rural Development loans:
 USDA, Rural Development
 Attn: Guaranteed Loan Branch
 FC 350
 PO Box 200011
 St. Louis, MO 63120

Misc. Collection Code	Description
34	For Finance Office use only to reverse a report of estimated or final loss for guaranteed loans.
35	Other guaranteed loan remittances.
36	Nonrefundable appraisal fees for nonprogram community and business loans,
37	Nonrefundable transfer/application fees for nonprogram loans.
38	Filing Fees.
39	Do not use this code.
40	Payments from Other Agencies for Administrative Offset.
41	Payments from Other Agencies for Salary Offset.
42 - 49	Do not use these codes.
50	Administrative Internal Offset - Other.
51	Administrative Internal Offset - Production Flexibility Contract (PFC).
52	Administrative Internal Offset - Lovestock Indemnity Program (LIP).
53	Administrative Internal Offset - Conservation Reserve Program (CRP).
54	Administrative Internal Offset - Environmental Quality Insurance Program.
55	Administrative Internal Offset - Tobacco
56	Administrative Internal Offset - Peanut
57	Administrative Internal Offset - Rice
58	Administrative Internal Offset - Reserved
59	Administrative Internal Offset - Reserved

**Misc.
Collection
Code**

Description

60	Administrative Internal Offset - Lease - Other
61	Administrative Internal Offset - Lease PFC
62	Administrative Internal Offset - Lease LIP
63	Administrative Internal Offset - Lease CRP
64	Administrative Internal Offset - Lease EQUIP
65	Administrative Internal Offset - Lease Tobacco
66	Administrative Internal Offset - Lease Peanuts
67	Administrative Internal Offset - Lease Rice
68	Administrative Internal Offset - Reserved
69	Administrative Internal Offset - Reserved