

USDA  
Form RD 3550-28  
(05-05)

FORM APPROVED  
OMB NO. 0575-0184

**AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS**

**U.S. Department of Agriculture  
Rural Development**

**PAPERWORK REDUCTION ACT AND PRIVACY ACT STATEMENT**  
The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on the form is required under various provisions of title 15 U.S.C. 1601, 12 CFR 205, and 31 CFR 202, for the purpose of providing authority to the Department of Treasury to designate financial institutions to collect payments, by electronic means, from your account. The information will be used for identification with the records of the government agency and the financial institution to direct your payments to the point you authorize. No deduction may be made unless a signed authorization form is received. Failure to furnish this information may delay or prevent the collection of these payments through the Automated Clearing House System.

**INDIVIDUAL/COMPANY INFORMATION**

<b>INDIVIDUAL/ORGANIZATION NAME: (PLEASE PRINT)</b>			
1. STREET ADDRESS:		BORROWER TELEPHONE NO.	
2. CITY/STATE:		3. ZIP CODE:	
4. BORROWER CASE NO.		5. PROJ. NO. (AMAS):	6. FC/LN :
7. PAYMENT INTERVAL :		8. START DATE :	9. PAYMENT AMOUNT :
10. SERVICING OFFICE CODE:		11. SERVICING OFFICE TELEPHONE NO.:	
12. SERVICING OFFICE CONTACT:		13. DATE:	
I hereby authorize the initiation of a deduction from the account and the financial institution named below to debit such account. I understand I will be notified if the debit amount needs to be adjusted, either to be increased or decreased. I also understand that I have the right to stop automatic payment by notifying my financial institution in writing three days prior to the time my account is charged.			
SIGNATURE: 16.		DATE: 17.	
<b>FINANCIAL INSTITUTION INFORMATION</b>			
18. FINANCIAL INSTITUTION NAME:			
19. STREET ADDRESS:			
20. CITY/STATE:		21. ZIP CODE:	
22. NINE-DIGIT ROUTING TRANSIT NUMBER:			
23. ACCOUNT TITLE:			
24. ACCOUNT NUMBER:		25. CHECKING SAVINGS	
26. BANK REPRESENTATIVE SIGNATURE & TITLE		27. AREA CODE:	28. BANK TELEPHONE #: DATE:
			29.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0184. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

**PROCEDURE FOR PREPARATION:**

RD Instruction 1951-B.

**PREPARED BY:**

Rural Housing Service, Rural Business-Cooperative Service, and Rural Utilities Service borrowers with assistance from the servicing field office.

**NUMBER OF COPIES:**

Original and one.

**SIGNATURES REQUIRED:**

Borrower and Bank Representative.

**DISTRIBUTION OF COPIES:**

Original to borrower's financial institution and copy retained in borrower's file at the servicing field office.

### **GENERAL INSTRUCTIONS**

Purpose: This form is to be used for authorization of installments made on eligible Rural Development program loans using the Preauthorization Debit (PAD) payment system. Form RD 3550-28 may be issued to borrowers by mail, fax, or on request at the time of loan closing. This agreement authorizes PAD payments for only one loan. Do not reflect information for multiple loans on this form. A payment submission which differs from the agreed installment amount requires advance notice to the authorizing borrower before withdrawal action by PAD may occur at the designated financial institution. There is no expiration date on Form RD 3550-28, and the PAD authorization agreement may only be voided after the last scheduled loan payment or by written cancellation notice from the borrower, servicing field office, Office of the Deputy Chief Financial Officer, or National Office program staff.

**NOTE: Final payments may be submitted using any of the cash systems, i.e., PAD, Schedule of Remittances (Form RD 451-2), Fedwire, or Community Programs (CP) Payment Coupon (Form RD 370-46).**

### **INSTRUCTIONS FOR PREPARATION**

There are two sections on the Form RD 3550-28. The INDIVIDUAL/COMPANY INFORMATION section is located at the top of the form and must be completed by the borrower with assistance from the servicing field office. The FINANCIAL INSTITUTION INFORMATION section is located at the bottom of the form and must be completed by the borrower or the financial institution. **Completion of every form field is required, except for the signature and title of Bank Representative and the date of the Bank Representative's signature (if the borrower enters the financial institution information section).**

- 1) Enter borrower's full name.
- 2) Enter borrower's address.
- 3) Enter borrower's telephone number.
- 4) Enter borrower's city, 2-letter state abbreviation.
- 5) Enter borrower's zip code.
- 6) Enter borrower's full case number, which includes a 2-digit state code, 3-digit location code, and a 10-digit borrower identification number.
- 7) For AMAS loans, enter the project number.
- 8) For Non-AMAS loans, enter the fund code/loan number.
- 9) For Non-AMAS loans, enter one of the following loan types:

I = Principal and Interest loan payment  
M = Amortized loan payment  
MI = Amortized Interest Only payment

- 10) For Non-AMAS loans, enter one of the following payment intervals:
  - Monthly payment
  - Quarterly payment
  - Semi-annual payment
  - Annual payment.
- 11) Enter the initial start date of the first PAD withdrawal.
- 12) Enter the amount of the first PAD withdrawal.
- 13) Enter 2-digit servicing field office state code, 3-digit servicing office location code.
- 14) Enter the 3-digit area code and 7-digit phone number of servicing field office.
- 15) Enter servicing field office contact.
- 16) Be SURE that the borrower signs the authorization agreement. If there is no borrower signature, the Form RD 3550-28 will be returned as incomplete. No agreement will be activated without the borrower's signature.
- 17) Enter date the authorization agreement is signed.
- 18) Enter the full name of the financial institution.
- 19) Enter the financial institution address.
- 20) Enter the financial institution city, 2 letter state abbreviation.
- 21) Enter the financial institution zip code.
- 22) Enter the entire 9-digit routing transit number of the financial institution. This routing number should be located in the lower left hand, bottom edge of a draft instrument (check) or Automated Clearing House (ACH) routing number provided by the financial institution.
- 23) Enter the name on the account. Then indicate either "Corporate" or "Consumer" to describe the borrower. Consumer should be used for private individuals, and Corporate should be used for all other borrowers (e.g., business, civic, organizations, etc.).
- 24) Enter the number of the account assigned by the financial institution where the payment should be withdrawn. This account number should be located on the bottom edge of draft instrument (check) and should follow the routing transit number provided by the financial institution.
- 25) Check mark or "X" the type of account designated by the financial institution. The only options provided are Checking and Savings.
- 26) If a financial institution representative completes the FINANCIAL INSTITUTION INFORMATION section, he/she must provide a signature and title. However, the borrower is authorized to complete the entire form and may elect to do so. As a result, the signature is optional.
- 27) Enter the 3-digit area code of the financial institution.

-4- (Forms Manual Insert-Form RD 3550-28)

- 28) Enter the 7-digit phone number of the financial institution.
- 29) If a financial institution representative completes the FINANCIAL INSTITUTION INFORMATION section, he/she must provide a date. However, the borrower is authorized to complete the entire form and may elect to do so. As a result, the date is optional.

NOTE: The Form RD 3550-28 is governed by the Privacy Act of 1974 (P.L. 93-579), and as such must be filed and maintained in a confidential manner