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Form RD 1980-80
(Rev. 12/00)

INSTRUCTIONS FOR PREPARATION

Function of Form: Servicing Lenders use this form to update balances on all guaranteed Rural Housing Service (RHS) housing loans in their portfolio and maintain contingent liability for losses in the Agency's accounting records. **This form is used only when a lender cannot send a quarterly status report electronically.**

Procedure for Preparation: "Agreement for Participation in Single Family Housing Guaranteed/Insured Loan Programs of the United State Government," Form FmHA 1980-16. (I), (B), (9).

Prepared by: Lender/Servicer.

Number of Copies: Original and one.

Signatures Required: Lender

Distribution of Copies: Original to Finance Office, Copy retained by Lender.

Item 1. Enter the last day of the quarter being reported (3/31, 6/30, 9/30, or 12/31).

Item 2. Enter the Lender's Internal Revenue Service Tax Identification Number.

Item 3. Enter the USDA assigned Lender Branch Number.

Item 4. Enter the name of the Lender servicing the account.

Item 4a. Enter the address of the Lender servicing the account.
And 4b.

Item 5. Enter the borrower's Social Security Number.

Item 6. Enter the borrower's name in the following format (Last name, First name, Middle Initial).

Item 7. Enter the abbreviation of the State in which the property is located.

Item 8. Enter the Lender's assigned loan number.

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- Item 9. Enter the unpaid principal balance on the loan as of the date of the report.
- Item 10. Enter the amount of the monthly principal/interest installment. Do not include taxes and insurance.
- Item 11. Enter the amount of principal and interest past due.
- Item 12. Enter the applicable investor reporting action code:
 - 01 = None
 - 09 = Payoff
- Item 13. Enter the name of the person preparing the report.
- Item 14. Enter the Preparer's phone number.
- Item 15. Enter the Preparer's e-mail address.
- Item 16. Enter the signature of the person preparing the report.
- Item 17. Enter the date the report was prepared.