

Used by Local, Area, or State Office to place or remove descriptive account flags.

<p>USDA Form RD 1951-6 (Rev. 1-97)</p>	<p>Position 2 BORROWER ACCOUNT DESCRIPTION FLAG</p>																																																													
<p>1. TRANS CODE 2. BORROWER NAME</p> <p style="margin-left: 20px;"><input type="checkbox"/> 5G <input type="checkbox"/> 5H</p> <p style="margin-left: 40px; text-align: center;">Last First</p>																																																														
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(see reverse)

- PROCEDURE FOR PREPARATION : RD Instructions 1951-C, 1955-A, and 1962-A and HB-1-3550 and HB-2-3550. FSA Transferred Instruction 1951-S and RUS Staff Instruction 1782-1.
- PREPARED BY : Agency Official.
- NUMBER OF COPIES : Original.
- SIGNATURES REQUIRED : Agency employee authorized to take the specific servicing action.
- DISTRIBUTION OF COPIES : Original to be processed via the field office terminal system and retained in borrower's case file.
- ADPS RELATED TRANSACTION CODES : 5G, establish Descriptive Code, or 5H, remove Descriptive Code.
- (01-23-03) SPECIAL PN
Revised (10-29-07) SPECIAL PN

INSTRUCTIONS FOR PREPARATION

- (1) Check the 5G box to *establish* a descriptive flag on the borrower's account.
Check the 5H box to *remove* the descriptive flag from the borrower's account.
- (2) Enter the borrower's name as established in the Finance Office records.
- (3) Enter the number of the borrower.
- (4) Check the descriptive flag which is to be established or removed.
 - (a) Descriptive codes (1), (2), (5), (6), (7), (8), (9), and A are the only codes to be used by field offices. Descriptive codes (3), (4), and S are reserved for Finance Office Use only.

Example: If descriptive codes 1, 2, or 7 are checked, show the effective date (month and year) in the appropriate spaces. [2/02]
 - (b) Descriptive code 6 is checked to indicate accounts being reamortized, consolidated, rescheduled, or otherwise serviced under the provisions of FSA Transferred Instruction 1951-S. Descriptive flag 6 will reject all transactions submitted for processing to a borrower's account. This interim action is necessary because software is not available to prevent the capitalization of unpaid interest less than 90 days old or to process other farm program servicing actions required as a result of the Agricultural Credit Act of 1987.
 - (c) If descriptive code 7 is checked to establish a moratorium, indicate if this is an initial or renewal by checking the appropriate box. If the renewal box is checked, indicate if this is the first, second, third, fourth, or fifth renewal. Fill in the moratorium effective month and year for establishment, renewal expiration or cancellation of the moratorium. When a moratorium is cancelled (before the end of a six-month period), when a moratorium expires (at the end of a six-month period) and a renewal moratorium is not granted, or when the statutory maximum of three years in moratorium status is reached, Form RD 1951-6 *must be sent to the Finance Office to remove the "M" flag*. Form RD 1951-23, "Moratorium on Payment," WILL BE SENT TO THE FINANCE OFFICE ONLY WHEN INTEREST IS TO BE CANCELLED AFTER THE FINAL MORATORIUM PERIOD - SEE FMI FOR Form RD 1951-23.
 - (d) If descriptive code 8 is checked to establish deferral, fill in the effective date and the expiration date. The month and day of the deferral expiration date must be the same as the month and day of the deferral effective date. If the deferral effective date is before 10-14-88, the deferral expiration month and day must be January 1. If the deferral effective date is February 29, the deferral expiration month and day must be March 1.
 - (e) If a descriptive code A or S is checked to establish Administrative or Salary Offset, all servicing options must have been exercised prior to establishing these flags. See RD Instruction 1951-C for guidance.
- (5) Provide any appropriate remarks.
- (6) Signature of approving official and date.

*For descriptive Codes 8 and 9 only, the Finance Office will immediately terminate the account status on the expiration date shown without submission of Form RD 1951-6 to request removal of the flag.