

USDA Form RD 1980-47 (Rev. 11/98)			GUARANTEED LOAN BORROWER ADJUSTMENTS TRANSACTION 4046		
INSTRUCTIONS—TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ([]). Complete items 1 – 3 and 21 – 23. Complete items 4 – 20 for changes to borrower loans. See reverse. 1 TAB 4 SPACES.					
1. CASE NO. ST CO BORROWER'S ID			2. LOAN NO.		
3. BORROWER NAME					
COMPLETE FOR CHANGES, LEAVE ALL OTHER ITEMS BLANK					
4. DATE LOAN CLOSING MO DA YR			5. DATE LOAN MATURITY MO DA YR		
6. GUARANTEE PERIOD BEGINS MO DA YR			7. GUARANTEE PERIOD ENDS MO DA YR		
8. INTEREST RATE – BORROWER			9. INTEREST RATE – LENDER		
10. INTEREST BASIS (NO. OF DAYS 360 OR 365)			11. INTEREST RATE CODE 1 = SINGLE RATE – VARIABLE 2 = SINGLE RATE – FIXED 3 = MULTI RATE – VARIABLE 4 = MULTI RATE – FIXED		
12. LIABILITY RELEASE CODE 1 = BORROWER RELEASED FROM LIABILITY 2 = BORROWER NOT RELEASED FROM LIABILITY			13. PAYMENT STATUS CODE 1 = BEHIND SCHEDULE 2 = ON SCHEDULE 3 = AHEAD OF SCHEDULE		
14. AMOUNT AHEAD OR BEHIND SCHEDULE \$			15. DATE OF FIRST DEFAULT NOTICE MO DA YR		
16. SUSPEND CODE 0 = NO SUSPEND CODE 1 = SUSPEND ALL ACTIVITY 3 = SUSPEND SUBSIDY ACTIVITY ONLY			17. TRANSFEREE CODE 1 = ELIGIBLE 2 = INELIGIBLE		
18. PERIOD OF ADVANCES			19. DEBT ADJUSTMENT PROGRAM ASSISTANCE CODE		
20. REMARKS:					
21. SIGNATURE OF USDA AGENCY REPRESENTATIVE		22. TITLE		23. DATE	

Used to make adjustments to a guaranteed loan borrower's account. These adjustments are of a statistical nature and will not cause a check to be disbursed. This form cannot be used to change borrower's case number, loan number, or name. On all monetary adjustments enter the correct amount not the amount of the adjustment necessary.

FINANCE OFFICE

Form RD 1980-47 (Rev. 11/98)

- PROCEDURE FOR PREPARATION : RD Instructions 1980-A, 1980-E, 1980-I, and 4287-B.
- PREPARED BY : Agency representative.
- NUMBER OF COPIES : Original and one copy.
- SIGNATURES REQUIRED : Agency official.
- DISTRIBUTION OF COPIES : Original to Finance Office, copy retained in Agency servicing office.

INSTRUCTIONS FOR PREPARATION

The purpose of this form is to make adjustments to a guaranteed loan borrower's account. These adjustments are of a statistical nature and will not cause a check to be disbursed. This form cannot be used to change borrower's case number, loan number, or name. On all monetary adjustments enter the correct amount not the amount of the adjustment necessary.

- Item 1. Enter the Borrower's Case Number. Show the state and county code and the borrower's Social Security or Internal Revenue Service Tax Identification Number. Example: 2|9|0|7|2|0|8|7|6|5|4|3|2|7|6|
- Item 2. Enter Agency assigned Loan Number. Example: 0|2|
- Item 3. Enter the Borrower's Name - Abbreviate when necessary. Example: T|H|O|M|P|S|O|N| |R|O|B|E|R|T| |L|
- NOTE: The following items 4 through 19 may be changed. Insert the correct data for each item that needs to be corrected. Fill in only items that are in error, leave correct items blank. On adjustments to monetary items, enter the correct amount, not the amount of the adjustment necessary.
- Items 4-5. Enter the Date of Loan Closing and the Maturity Date of Loan respectively.
Example: 4. 0|6|1|3|0|1|7|8| 5. 0|6|1|3|0|1|8|5|
- Item 6. Enter the beginning date of the guarantee period. (Note: There cannot be a break in the guaranteed period.)
Example: 0|9|1|3|0|1|7|8|
- Item 7. Do not complete for loan note guarantee. For contract of guarantee associated with fee payments enter the date the guarantee period ends. The guaranteed fee period is 1 year for loans repayable in 1 year or less; 3 years for loans for operating purposes repayable in more than 1 year; and 5 years for loans for real estate purposes repayable in more than 1 year.
Example: 0|9|1|3|0|1|7|9|
- Item 8. Enter the borrower's rate as shown on the note. Example: 0|5|0|0|0|0|
- Item 9. Enter applicable lender Interest Rates.
(1) New Loan - negotiated rate between lender and borrower except subsidized loans in which case the rate will be specified by the respective Agency.
(2) Renewal (Extension) - Current Agency rate or borrower rate whichever is greater.
(3) Substitution - lender's rate as of loan closing. Example: 0|9|2|5|0|0|
- Item 10. Enter Interest Basis (number of days 360 or 365). Example: 3|6|0|
- Item 11. Enter applicable Interest Rate Code. Multi-rates would involve different interest rates on the guaranteed portion and the unguaranteed portion of the loan. Example: 1|
- Item 12. Enter applicable code. Example: 1|
- Item 13. Enter applicable code. Example: 1|
- Item 14. Enter applicable amount if item 13 is Code 1 or 3. Example: \$ | | | | |9|4|5|5|0|
- Item 15. Enter Date of First Default Notice. Example: 0|9|1|3|0|1|7|8|
- Item 16. Enter applicable code. Example: 1|
- Item 17. Enter applicable code. Example: 1|
- Item 18. Enter the number of years a borrower may receive advances on an operating Line of credit loan.
- Item 19. Enter Debt Adjustment Program assistance code.
(1) 10 percent of debt-adjusted loan written off.
(2) Interest rate adjustment made in lieu of write off.
(3) Combination of 1 and 2 where less than 10 percent of debt-adjusted loan is written off.
- Item 20. Complete this section if additional information is necessary in explanation of this adjustment.
- Items 21-23. Self-explanatory.

USDA Form RD 1980-47 (Rev. 11/98)			GUARANTEED LOAN BORROWER ADJUSTMENTS TRANSACTION 4046		
INSTRUCTIONS—TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ([]). Complete items 1 – 3 and 21 – 23. Complete items 4 – 20 for changes to borrower loans. See reverse. 1 TAB 4 SPACES.					
1. CASE NO. ST CO BORROWER'S ID			2. LOAN NO.		
3. BORROWER NAME					
COMPLETE FOR CHANGES, LEAVE ALL OTHER ITEMS BLANK					
4. DATE LOAN CLOSING MO DA YR			5. DATE LOAN MATURITY MO DA YR		
6. GUARANTEE PERIOD BEGINS MO DA YR			7. GUARANTEE PERIOD ENDS MO DA YR		
8. INTEREST RATE – BORROWER			9. INTEREST RATE – LENDER		
10. INTEREST BASIS (NO. OF DAYS 360 OR 365)			11. INTEREST RATE CODE 1 = SINGLE RATE – VARIABLE 2 = SINGLE RATE – FIXED 3 = MULTI RATE – VARIABLE 4 = MULTI RATE – FIXED		
12. LIABILITY RELEASE CODE 1 = BORROWER RELEASED FROM LIABILITY 2 = BORROWER NOT RELEASED FROM LIABILITY			13. PAYMENT STATUS CODE 1 = BEHIND SCHEDULE 2 = ON SCHEDULE 3 = AHEAD OF SCHEDULE		
14. AMOUNT AHEAD OR BEHIND SCHEDULE \$			15. DATE OF FIRST DEFAULT NOTICE MO DA YR		
16. SUSPEND CODE 0 = NO SUSPEND CODE 1 = SUSPEND ALL ACTIVITY 3 = SUSPEND SUBSIDY ACTIVITY ONLY			17. TRANSFEREE CODE 1 = ELIGIBLE 2 = INELIGIBLE		
18. PERIOD OF ADVANCES			19. DEBT ADJUSTMENT PROGRAM ASSISTANCE CODE		
20. REMARKS:					
21. SIGNATURE OF USDA AGENCY REPRESENTATIVE		22. TITLE		23. DATE	

Used to make adjustments to a guaranteed loan borrower's account. These adjustments are of a statistical nature and will not cause a check to be disbursed. This form cannot be used to change borrower's case number, loan number, or name. On all monetary adjustments enter the correct amount not the amount of the adjustment necessary.

FINANCE OFFICE

Form RD 1980-47 (Rev. 11/98)

- PROCEDURE FOR PREPARATION : RD Instructions 1980-A, 1980-E, 1980-I, and 4287-B.
- PREPARED BY : Agency representative.
- NUMBER OF COPIES : Original and one copy.
- SIGNATURES REQUIRED : Agency official.
- DISTRIBUTION OF COPIES : Original to Finance Office, copy retained in Agency servicing office.

(11-25-98) PN 299

MASTER COPY