

Form RD 1951-34
(Rev. 6-97)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

FORM APPROVED
OMB NO. 0575-0172

DIRECT PAYMENT PLAN CHANGE

1. CASE NUMBER ST CO BORROWER ID		2. BORROWER NAME	
COMMUNITY PROGRAM LOANS - EXPANDED DIRECT PAYMENT SYSTEM (EDPS): <i>(Complete only when requesting additional payment coupons)</i>			
3. Type of Payment Packet		4. Type of Loan	
5. Loan Number		6. Type of File <i>(Closed loan enter 0, unclosed loan enter 1)</i>	
7. Type of Action		8. Type of Loan	
RURAL HOUSING LOANS <i>(Complete for fund codes 36, 37, 46, and 47):</i>			
9. Loan Number <i>(Complete only when converting a specific loan to another payment plan and type of action equals 1 or 5)</i>		10. Type Action 1 thru 5 <i>(Only 1 action can be completed)</i>	
<input type="checkbox"/> 1 - Place Borrower on Direct Payment Plan <i>(This action will generate payment coupons):</i> <input type="checkbox"/> 1 - Monthly payments to the address shown on the coupon <input type="checkbox"/> 2 - Monthly payments to field office <input type="checkbox"/> 3 - Annual payments to the address shown on the coupon <input type="checkbox"/> 4 - Annual payments to field office <input type="checkbox"/> 2 - Remove Borrower from Direct Payment Plan <input type="checkbox"/> 3 - Reserved for future use <input type="checkbox"/> 4 - Generate new payment packet <input type="checkbox"/> 5 - Change Payment Plan <i>(This action will generate payment coupons):</i> <input type="checkbox"/> 1 - Monthly payments to the address shown on the coupon <input type="checkbox"/> 2 - Monthly payments to field office <input type="checkbox"/> 3 - Annual payments to the address shown on the coupon <input type="checkbox"/> 4 - Annual payments to field office			
<i>I (we) hereby acknowledge that I (we) agree to convert from annual payments to monthly payments.</i>			
BORROWER		CO-BORROWER	
11. Payment due date <i>(Complete only for converting annual to monthly or when correcting the due date and type of action equals 4 or 5)</i>			
REMARKS:			
PREPARED BY:		DATE:	

According to the Paperwork Reduction Act of 1995, no persons are 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 0575-0172. The time required to complete this information collection is estimated to average 5 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.

Portion 2

RD 1951-34 (Rev. 6-97)

Used to report the change in borrower's payment plan or request payment coupons. For data entry via the Agency field office terminal system.

(see reverse)

PROCEDURE FOR PREPARATION

: RD Instructions 1951-A and 2033-A and HB-1-3550 and HB-2-3550.

PREPARED BY

: Agency employee authorized to establish or remove the borrower from direct payment plan or to request additional payment coupons.

NUMBER OF COPIES

: Original and one.

SIGNATURES REQUIRED

: Agency employee preparing form. If account is being converted from annual to monthly payment signatures are required of the same person(s) who signed the promissory note or assumption agreement.

DISTRIBUTION OF COPIES

: Original to be processed via the field office terminal system and retained in the borrower's case file. If the change is not processed via the field office terminal system, mail a copy of RD 1951-34 to the Finance Office and retain the original in the field office. Copy to borrower(s) if signatures required.

ADPS RELATED TRANSACTION CODE

: 4X – Direct Payment Plan Change.

FOR DEFINITION PURPOSES:

“Monthly Payments” means 12 equal payments.

“Annual Payments” means any repayment schedule other than 12 equal monthly payments.

“To Address Shown on the Payment Coupon” means that additional coupons, as needed will be sent to the borrower.

“To County Office” means that additional coupons, as needed will be sent to the Field Office.

INSTRUCTIONS FOR PREPARATION

Complete items 1, 2, 5, and 6 for community program loans. Complete items 1, 2, 9 (optional), 10 (1, 2, 4, or 5) and 11 (optional) for rural housing loans.

COMMUNITY PROGRAM LOANS – (EDPS):

All fund codes except 36, 37, 46, 47, 55, 67, 69, 83, 84, 85, 87, and 89.

- (A) (1) Enter case number.
- (B) (2) Enter borrower name.
- (C) (3) Prefilled.
- (D) (4) Prefilled.
- (E) (5) Enter the loan number, a separate Form RD 1951-34 must be prepared for each loan requiring payment coupons.
- (F) (6) Enter 0 for a closed loan and a 1 for an unclosed loan.
- (G) (7) Prefilled.

RURAL HOUSING LOANS:

Fund codes 36, 37, 46, and 47.

- (D) (8) Prefilled.
- (E) (9) Loan Number. Complete only when converting a specific loan to another payment plan and type of action equals 1 of 5. If item 9 is completed for a specific loan number, coupons will be issued for that loan only.
- (G) (10) Check the appropriate type of action block. The action indicated will be taken on all the rural housing loans.

Type of action 1 will place all rural housing loans on direct payment. The type of payment plan must be specified by entering an X in the appropriate block. Enter type of payment code 1 or 3 for states on direct payment plan (except for state and county code 61-09 and state codes 62-00 and 63-00). Type of payment codes 1 through 4 apply to state and county code 61-09, and stat codes 62-00 and 63-00.

Type of action 2 is for Finance Office use only.

Type of action 3 is reserved for future use.

Type of action code 4 will generate payment coupons to the borrower or the county office based on borrower's current payment plan.

Type of action 5 will change the direct payment plan on all rural housing loans to the requested plan and generate a packet of payment coupons. The payment code must be specified by entering an X in the appropriate block.