

USDA-RD
Form RD 1951-60
(Rev. 10-03)

FIELD OFFICE REMITTANCE RECONCILIATION REPORT

1. TRANSMITTAL DATE	2. AGENCY OFFICE CODE

ENCLOSURES

3. PLEASE CHECK OFF ENCLOSURES:

- Form RD 370-46A, 2A EDP Coupons
- Form RD 451-2, Schedule of Remittances
- Form RD 1944-9, MFH Cert and Pay Transmittal (District Office)
- Form RD 1940-10/1944-53 Cancel Check
- Adding machine tape of checks.
- Adding machine tape of accounting documents.
- AMAS batch entry system menu (District Office)

Remarks: _____

BALANCING INFORMATION

4. Total Amount of Checks	5. Total Money Order Fees	6. Total Amount of Accounting Documents
\$	\$	\$
7. Prepared by:		

NOTE: The following calculation will serve as verification that the form was completed correctly.

Item 4 plus Item 5 must equal Item 6.

RD 1951-60 (Rev. 10-03)

(see reverse)

- PROCEDURE FOR PREPARATION : RD Instruction 1951-B.
- PREPARED BY : Agency field office employees authorized to accept collections.
- NUMBER OF COPIES : Original and one.
- SIGNATURES REQUIRED : None.
- DISTRIBUTION COPIES : Original to wholesale lockbox, copy retained in file for Area/Local Office

GENERAL INSTRUCTIONS

This form is used by the Local Office/Area Office not on the Concentration Banking System to balance the collection package submitted to the wholesale lockbox. The form is remitted with the associated accounting documents to the wholesale lockbox.

INSTRUCTIONS FOR PREPARATION

ITEM

1. Enter the date the collection package will be transmitted.
2. Enter the local 5-digit Agency office state and local or area code (e.g. 24018, 24601). Do not put hyphens or spaces in this number. The Agency office code should be completed with the office code of the collection office that takes responsibility for preparation of the collection package.
3. Check off the enclosures which will be submitted in the collection packages.
4. Enter the total amount of all checks/money orders. Prepare an adding machine tape of all the checks/money orders.
5. Enter the total amount of money order fees. Prepare an adding machine tape of all money orders fees on money orders paid by Agency die to cash payments.
6. Enter the total amount of all the accounting documents. Prepare an adding machine tape of all the accounting documents using the field on each form as noted below.

Document	Field
RH Coupons (only include RH coupons in this tape if they share a check with an accounting document)	Amount Due or Amount Paid, as applicable
2A EDP Coupons	Amount Paid
Form RD 451-2, Schedule of Remittance	Detail Amounts in Amount Field
Form RD 1944-9, MFH Certification and Payment Transmittal	Payment Amount
Form RD 1940-10, Cancellation of Treasury Check and/or Obligation	Item 6, Amount to be cancelled
Form RD 1944-53, MFH Cancellation of U.S. Treasury Check and/or Obligation	Item 7, Amount to be cancelled

NOTE: Cancellations of obligations only are not sent to the Wholesale Lockbox. This applies to both Form RD 1940-10 and Form RD 1944-53.

Any additional forms

Amount

Enter the name of the individual that completed the form.

SPECIAL NOTES:

1. Verify that the amount in Item 4 plus the amount in Item 5 equals the amount in Item 6.
2. Staple the adding machine tapes prepared in Item 4, 5, and 6 to the back of the form.
3. File a copy of the completed Field Office Remittance Reconciliation Report in the 1951-Collections file.