

Form RD 451-26
(Rev. 11-02)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT/FARM SERVICE AGENCY
TRANSACTION RECORD

Mail Code St. Co.		Borrower Name	Case Number St. Co. Borrower No.		Amount of Note	Date Prepared	
Effective	Loan Code K F Ln No.		Interest Rate	Trans. Code	Payment Status 1/ 2/	Minimum Amount Due By Date Shown	
						Amount Date	
Fund Code	Application of Credit			Unpaid Balances 1/			
	Interest	Principal	Total	Interest	Principal	Total	Daily Interest Accrual

1/ As of effective date after this transaction
2/ A - Ahead of Schedule B - Behind Schedule Blank - On Schedule

(see reverse)

- PROCEDURE FOR PREPARATION : RD Instructions 450.5, 1905-A, 1951-A, 1951-B and FSA Transferred Instruction 1965-A.
- PREPARED BY : Finance Office.
- NUMBER OF COPIES : Original.
- SIGNATURES REQUIRED : None.
- DISTRIBUTION OF COPIES : Appropriate Rural Development or FSA Office.

Prepared by Finance Office each time a transaction is processed which updates any monetary data (excluding 2X collections from monthly payment RH borrowers). Transaction Records are no longer generated for RH loans with the following exceptions: (1) RH loans serviced by contractors: (2) Transaction codes ID, 4L, 4P, 4S, 5G and 5H for all RH loans: (3) RH loans in the Western Pacific Territories: (4) RH final payments. This form will no longer be used for RH loans after conversion to the Dedicated Loan Origination and Servicing System (DLOS).

INSTRUCTIONS FOR PREPARATION

- (1) Mail code of servicing office.
- (2) Name of borrower under which the loan is carried on Finance Office records. If the loan is carried under more than one name, the name shown will be the first name on the record.
- (3) Self-explanatory.
- (4) Amount of note. This amount includes any recoverable cost applicable to a direct Real Estate loan which was charged prior to conversion to the computer. Recoverable cost charged after that date will not be included and the amount shown will be the amount of the promissory note. For an Insured Real Estate loan the amount is the amount of the promissory note. For an operating-type loan, the amount is the amount of the loan or recoverable cost amount advanced.
- (5) Date the transaction was processed in the Finance Office.
- (6) Effective date of the Transaction: for example, on new loans, the date is the date the loan is closed.
- (7) Loan Code includes Kind of Account (K); Fund Code (F); and Loan Number (Ln No) of the loan to which the transaction is applicable. (Only the fund code and loan number shown in the heavily outlined portion should be used on documents prepared in County Offices requiring fund code and loan number).
- (8) Self-explanatory.
- (9) Applicable transaction code.

<u>Code</u>	<u>Name of Transaction</u>	<u>Code</u>	<u>Name of Transaction</u>
1D	Obligation Cancellation Only	3J	Debt Settlement - Operating Loan
1F	Loan Closing	3K	Debt Settlement - Real Estate Loan
1G	Credit Sale	3L	Writeoffs - Lease Account
1J	Cancellation of Closed Advance	3M	Disaster Credit
1L	Recoverable Loan Cost	3P	Noncash Credit - Third Party Judgment
1M	New Rates and Terms	3Q	Net Recovery Buyout
1O	Soil Conservation Service Advance	3R	Shared Appreciation Writedown
1P	Insurance Charge	3S	Subsidy Payment
1R	Default Charge	3T	Third Party Judgment
IV	Capitalized Interest	3V	Establish Equity Receivable
W	Loan Charge Adjustment	3Z	Interest Cancellation - Moratorium Period
2A or 2B	Field Office Collection	4E	Replacement of Interim Instruments
2C	Uncollectible - Field Office Collection	4G	Same Rates and Terms
2E	Acquired Property or Lease Payment	4J	Focal Interest Adjustment
2F	Payment Reversal/Reapplicable - Same Borrower	4L	Correction of Annual Installments
2U	Payment Reversal/Reapplication - Different Borrower	4M	Maturing of Account
2W	Uncollectible - Direct Payment	4P	Schedule Status Adjustment
2X or 2Y	Direct Payment ¹	4S	Miscellaneous Adjustment
2Z	Reapplication- Correct Payment Type	4Z	Interest Credit Agreement
3B	Judgment	5G	Establish Descriptive Code - Deferral and Debt Set-Aside Only
3C	Default Credit	5H	Remove Descriptive Code- Deferral And Debt Set-Aside Only
3D	Acquisition - Chattel Property	5S	Record Debt Set-Aside
3E	Acquisition - Real Property	5T	Reverse Debt Set-Aside
3F	Employee Defalcation	5W	Record/Reverse Loan Deferral
3G	Noncash Credit - Administrative Adjustment	5Y	Loan Deferral Expiration/ Cancellation
3H	Conservation Easement		

'2X Direct Payment - Initial Update (transaction record normally generated only for annual rural housing loans. A transaction record also is generated for monthly rural housing loans when the payment is a multiple loan application or unpaid balance is less than amount of 1 month's installment).

2Y Direct Payment - Subsequent Update (transaction record generated on both annual and monthly rural housing loans).

The following definitions apply to items (10) and (11).

Amortized Installment Loans". This means installments which include both principal and interest in a single amount. This is the type of installment used for all FO loans, for individual RH loans, for OL and EM loans closed after January 1, 1972, and for most of the loans to organizations.

"Fixed Principal Installment Loans (OL-EM)". This means installments stated as amounts of principal to be collected in addition, to an amount of "billed" interest computed to the date of a semiannual Statement of Account. This is the type of installment used for OL, EM, etc. loans closed prior to January 1, 1972.

"Fixed Principal Installment Loans (Association)". This means installments stated as amounts of principal to be collected in addition to interest computed to the date of the principal installment. This is the type of installment used for loans to organizations which are indebted for serial bonds and certain other types of bonds and notes.

- (10) For amortized installment loans, the amount shown represents the amount the borrower is behind or ahead of schedule in relation to the installments due through the previous installment date plus unpaid recoverable cost, charges, advances from insurance funds and delinquent loan insurance charges. For fixed principal installment loans (OL-EM), the amount shown represents the amount of principal behind or ahead of schedule in relation to the installments. For fixed principal installment loans (Assoc.), the amount shown represents the amount the borrower is ahead or behind in relation to principal and interest installments due through the previous installment date, plus unpaid recoverable cost charges, advances from the insurance fund and delinquent loan insurance charges.

If the loan is fully matured or accelerated, the legend "Matured" is printed in this space.

- (11) For amortized installment loans, the amount shown represents the amount the borrower must pay by the next installment due date to be on schedule according to the promissory note including unpaid recoverable cost charges, advances from insurance fund and loan insurance charges. For fixed principal installment loans (OL-EM), the amount shown includes any remaining unpaid (a) principal installment maturing during the current six month period, (b) billed interest computed to date of semiannual Statement of Account (c) recoverable cost charges and (d) any behind schedule amount. For a transaction record to mature installments (Code 4M) the amount includes the payment status plus the first principal installment maturing during the current six month period, plus billed interest computed through effective date (Item 6). If behind schedule the legend "Past Due" will be printed in the date block. For loans made prior to July 1, 1969, the day of the month will be "00".

For fixed principal installment loans (Association), this amount represents the amount the borrower must pay the next installment date to be current according to the bond repayment schedule including delinquent interest charges and unpaid advances from the fund.

This amount does not include any additional payment the borrower should make to comply with the collection policy set out in RD Instruction 1951-A.

If the loan is fully matured or accelerated, the legend "All Due" is printed in this space.

- (12) The fund code for a note account will be shown in the first two columns.
- (13) Amount applied to interest.
- (14) Amount applied to principal.
- (15) Total credit applied from transactions.

- (16) Unpaid interest through effective date of transaction record (OL-EM), (Item 6).

For fixed principal installment loans, "billed" interest through effective date (Item 6) on Code Code 4M transaction record. (This will be the same amount of interest as shown on the semiannual Statement of Account.)

- (17) Unpaid principal on effective date. For real estate loans, the unpaid principal includes any unpaid recoverable cost advances from the insurance fund or separate 1% loan insurance charges.
- (18) Total unpaid (interest plus principal).
- (19) Daily interest accrual to be used in determining amount to be collected for final payment.

Suggested method for computation:

- (a) Determine number of days for the effective date in Item (6) through the current date. In this computation, count the current date as one day, but do not count the effective date. (Do not count February 29.)
- (b) Multiply number of days from (a) by the daily interest accrual in Item (19) and round to the nearest cent.
- (c) Add the product from (b) to the total in Item (18).
- (20) Any additional information to be furnished regarding the transaction will be printed in this space.
- (21) For fixed principal installment loans (Association), this is the unpaid interest (note only) due by the next installment due date shown in Item No. (11). Interest due on the advance from the fund will be footnoted on the transaction record.
- (22) For fixed principal installment loans (Association), this is the principal due by the next installment due date shown in Item (11).
- (23) For fixed principal installment loans (Association), this is the total due by the next installment date shown in item (11).
- (24) If more than one transaction record issued on the processing date, transaction record number is printed in this space.
- (25) Date of loan.