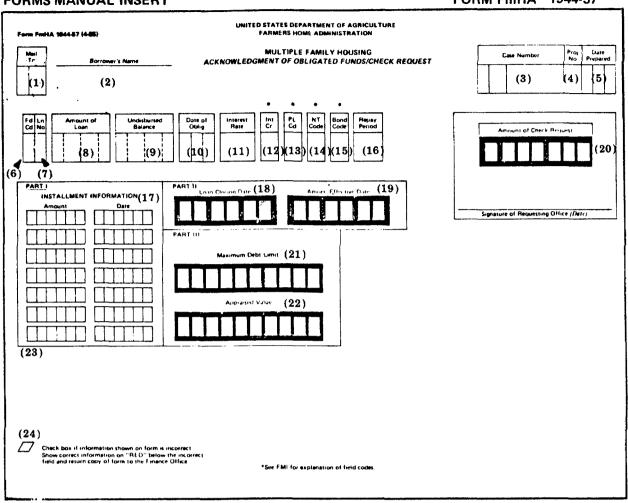
FORMS MANUAL INSERT



PROCEDURE FOR PREPARATION: FmHA 1944-D and 1944-E.

PREPARED BY

: Initiated by Finance Office. Additional entries by appropriate field office when needed.

NUMBER OF COPIES

: Original and two.

SIGNATURES REQUIRED

: None, except when the form is used to request checks (See Item 23).

DISTRIBUTIONS OF COPIES

: Original and one copy to District Office. Copy retained by Finance Office. Original filed in case docket. Copy returned to Finance Office when required.

Two sets consisting of an original and one copy will be prepared and sent to the State Office for the initial generation of Form FmHA 1944-57 establishing the obligation of funds. One set to be forwarded to the District Office after State Office needs are met for retention and use described above. One set to be used for notifying interim lenders that obligation has taken place when required by program instruction.

This form will be prepared by Finance Office to inform field offices that:

- Funds have been obligated, or will be obligated on a certain day.
- (2) Amounts used for interest credit computations.
- (3) Additional information is needed.

The field offices will use the form to:

- (1) Request checks if they cannot be requested through a field office terminal.
- (2) Provide loan closing information on other than initial loans closed on PASS.
- (3) Provide amortization effective date.
- (4) Furnish additional information requested as legends in item 23.
- (5) Verify and correct information.
- (6) Provide changes to maximum debt limit and appraised value.

INSTRUCTIONS FOR PREPARATION

- (1) State and county mail code of servicing office.
- (2&3) Self explanatory.
- (4) Multiple family housing borrower's project number.
- (5) Date processed in the Finance Office.
- Fund code for the loan as reflected in FmHA Instruction 450.1.7 Exhibit A. A change in this item will require the preparation of a corrected Form FmHA 1944-50 reflecting type of assistance change, and preparation of a corrected Form FmHA 1944-57 reflecting fund code change. Fund code changes are processed by the Finance Office only.
- (7) Loan number a sequential number assigned by the Finance Office for identification purposes.
- (8) The amount obligated for loan or grant. To increase this item, prepare and submit a new Form FmHA 1944-57 for the amount of increase and to decrease this item, prepare and submit Form FmHA 1944-53 for the amount of decrease.
- (9) Balance of a loan or grant obligation from which an advance may be made.
- (10) Date loan or grant was obligated by the Finance Office.
- (11) 1/ Note Interest rate.
- (12) 2/ Interest credit code:
 - 1 = Not eligible for interest credit assistance.
 - 3 = Eligible but not now receiving interest credit assistance. [When Form FmHA 1944-7. "Multiple Family Housing Interest Credit and Rental Assistance Agreement" is processed, Code 3 will automatically update to Code 2 (Interest Credit).].