USDA-Rural Development
      Farm Service Agency   **REQUEST FOR CHANGE IN APPLICATION**
Form RD 1951-7
(Rev. 11-88)

TO: DIRECTOR, FINANCE OFFICE - Please change the application of the herein-described document as indicated.

FROM

(1)
_____
Date

Case Number			Name		
(2)			(3)		
Effective Date	Fund Code	Loan No.	Remittance Amount	*Coding 1 / 2	For Finance Use Only
(4)	(5)	(6)	(7)	(8) (9)	
Proof Total ➡			(10)		

*Coding Instructions
1 (Type of Payment)
  R- Regular
  U-Refund
  G-Extra
  F-Fee

2 (Final Payment Code)
  R-Refinance
  S-Sale of Property
  I-Income
  O-Other

TO

Case Number			Name		
(11)			(12)		
Effective Date	Fund Code	Loan No.	Remittance Amount	*Coding 1 / 2	For Finance Use Only
(13)	(14)	(15)	(16)	(17) (18)	
Proof Total ➡			(19)		

Justification
RD Instruction 1951-A

(20)
_____
County Supervisor/District Director
(21)
_____
State/County
(22)
_____
State Director

Position 2

Form RD 1951-7 (Rev. 11-88)

(see reverse)

PROCEDURE FOR PREPARATION	:	RD Instruction 1951-A
PREPARED BY	:	County Supervisor, District Director
NUMBER OF COPIES	:	Original and one.
SIGNATURES REQUIRED	:	County Supervisor, District Director or State Director when approved in State Office
DISTRIBUTION COPIES	:	County Office: Original to Finance Office, for changes approved in County Office or District Office. Original to State Office, for changes to be approved in State Office. Copy retained in County or District Office.
	:	State Office: Original to Finance Office for changes approved in State Office.

Used by County Supervisors and District Directors to request the Finance Office to make a change in the a payment, including payments applied to incorrect borrowers.

INSTRUCTION FOR COMPETING CODING INFORMATION

(1)   Date form was prepared.

(2)   Borrower's Case Number to reverse payment.

(3)   Borrower's name to reverse payment.

(4)   Date of credit for payment to be reversed.

(5)   Fund code of loan of which originally applied.

(6)   Loan number to which originally applied.

(7)   Total amount of payment to be reversed as of the effective date shown in item 4.

(8)   Method payment was applied, R-Regular, U-Refund, G-Extra, F-Fee.

(9)   Final Payment Code, R-Refinance, S-Sale of Property, I-Income, O-Other.

(10)   Total amount of payment(s) to be reversed as of the effective date shown in Item 4.

(11)   Borrower's Case Number to reapply payment.

(12)   Borrower's name to reapply payment.

(13)   Date of credit for payment to be applied.

(14)   Fund code for reapplication.

(15)   Loan number for reapplication.

(16)   Total amount of reapplication to be applied as of the effective date shown in Item 13.

(17)   Method reapplication is to be reapplied, R-Regular, U-Refund, G-Extra, F-Fee.

(18)   Final payment code to be reapplied, R-Refinance, S-Sale of Property, I-Income, O-Other.

(19)   Total amount of reapplications.

(20)   Signature of County Office or District Office official with authority and reason for reapplication.

(21)   State and County Office.

(22)   Signature of State Director when applicable.