USDA RD
Form RD 3560-28
(02-05)

**MULTI-FAMILY HOUSING
EXCEPTION TO LATE FEES**

1. BORROWER NAME

2. PROJECT NAME

3. CASE NUMBER

4. PROJECT NO.

| 5a. DATE OF CREDIT | 6a. CODE | 7a. AMOUNT OF EXCEPTION |
| --- | --- | --- |
| 5b. | 6b. | 7b. |
| 5c. | 6c. | 7c. |
| 5d. | 6d. | 7d. |
| 5e. | 6e. | 7e. |
| 5f. | 6f. | 7f. |

8. REMARKS:

9. REPORT WAIVER OF LATE FEES TO THE INTERNAL REVENUE SERVICE (IRS) ?  ___ YES  ___ NO

UNITED STATES OF AMERICA
RURAL HOUSING SERVICE

10. _____          11. By _____
              DATE                                          STATE DIRECTOR
                                                          RURAL DEVELOPMENT

*Position 2*

Used by the State Director to record exception to late fee and to notify the PASS borrowers. Information transmitted to Finance Office via field office terminal system using screen M3A, "Waiver of Late Fees."

| | | |
| --- | --- | --- |
| PROCEDURE FOR PREPARATION | : | 7 CFR part 3560 and HB-3-3560. |
| PREPARED BY | : | Initiated by Servicing Official. |
| NUMBER OF COPIES | : | Original and one. |
| SIGNATURES REQUIRED | : | Original and one copy by State Director. |
| DISTRIBUTION OF COPIES | : | Original-Field Office; copy-Borrower. Original input via field office terminal system. |
| TRANSACTION CODE | : | M3A, "Waiver of Late Fees." |

(02-24-05) SPECIAL PN

# INSTRUCTIONS FOR PREPARATION

1.  Enter the borrower name.

2.  Enter the project name.

3.  Enter the borrower case number.

4.  Enter the project number.

5.  Enter the effective date of the late fee being excepted as it appears in AMAS.

6.  Enter correct code for granting waiver:
    A.  Borrower has an approved workout plan in place and on schedule.
    B.  Circumstances beyond borrower's control (attach documentation).
    C.  Places unfair burden on borrower.
    D.  Agency error.

7.  Enter the amount of late fees being excepted for the month.

8.  Enter justification for excepting the late fee.

9.  Report waiver of Late Fees to the Internal Revenue Service(IRS). (Yes or No)

10.  Enter the date of exception approval.

11.  Enter the signature of approving official.

Note: When approving late fee waivers for multiple months, enter the appropriate information separately for each month being waived in blocks 5a through 5f, 6a through 6f and 7a through 7f. The State Director can grant as many waivers as are justified by the facts of the case. Late fee waivers must be entered separately for each month being waived, via a field office terminal using screen M3A, "Waiver of Late Fees."