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UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
P.O. Box 2415  
Washington, DC 20013-2415

Notice FC-19

1951-B

For: State and County Offices, Including Ag Credit Teams

**Revised Instructions for Collecting Farm Credit Payments**

Approved by: Deputy Administrator, Farm Credit Programs

*Susan Anne Kling*

**1 Overview**

**A  
Background**

Notices FI-2109, FI-2121, and FI-2124 provided information about processing Farm Credit Program collections. However, several aspects of the processing procedure require additional clarification and revision.

**B  
Purpose**

This notice provides information about:

- using State and county codes
- issuing FSA-592 (formerly CFSA-592)
- uncollectible items
- completing FSA-603.

**C  
FmHA  
Instruction  
1951-B**

Procedures provided in this notice, and Notices FI-2109, FI-2121, and FI-2124 supersede the requirements of FmHA Instruction 1951-B.

A task force has been established to develop an automated system for processing Farm Credit collections. Current procedures will be effective until a permanent system has been developed.

**D  
Contact**

Direct questions about this notice to Kim Laris, LSPMD, at 202-720-1659, through the Area Office.

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**Disposal Date**

April 1, 1996

**Distribution**

State Offices; State Offices relay to County  
Offices and Ag Credit Teams

**2 Action****A  
Which State and  
County Codes to  
Use**

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The FSA servicing office mail code must be used on all FmHA forms. This is a correction to FI-2121, subparagraph 2 F. The FSA servicing office mail code consists of the FmHA/RECD 2-digit State code and 3-digit county code substituting "3" for the first number of the county code.

**Example:** If the FmHA/RECD State code is "13" and the county code is "031", the servicing office mail code will be "13-331".

These codes were only assigned to Ag Credit Team offices and applicable sub-offices. County Offices processing farm credit collections must be advised to use their Ag Credit Team office code on FmHA 451-2 and FmHA 1951-60 and on the back of checks.

**Example:** The Ag Credit Team office code is 13-331 and it services 6 County Offices. Each of these County Offices must use the servicing office code 13-331. The code can be verified by each Ag Credit Team through the ADPS Recap/Resequencing screen for each borrower. The servicing office mail code is located in the upper right corner of this screen.

**Note:** States that have not been assigned new FSA servicing office mail codes must continue to use the FmHA/RECD State and county codes for farm credit activity.

The FmHA State and county codes combined with the borrower's Social Security number or tax ID number will continue to be used for the borrower's case number.

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2 Action (Continued)

**E**  
**Completing**  
**FSA-603**

Record daily farm credit collections on FSA-603. Payments collected from other FSA county programs shall be recorded on a separate FSA-603. It is no longer necessary to copy the coupons.

FSA-603 is similar to FmHA 1951-49. Ag Credit Teams can obtain FSA-603 from the State or County Office.

County Offices that process collections separate from the Ag Credit Team will send a copy of FSA-603 to the Ag Credit Team instead of copies of the coupons.

Complete FSA-603 according to instructions in the following table.

Column	Action
A	Enter the date the collection was received.
B	Enter the name of the borrower or applicant.
C	Enter the check or money order number, or ENTER "cash".
D	Enter the borrower's case number or applicant's Social Security or tax ID number.
E	Enter the total amount paid.
F	Enter the fund code and loan number.
G	Enter the amount applied to each loan.
H	Enter remarks about the loan; such as, paid in full, sale of security, graduation, etc.

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2 Action (Continued)

**B**  
**Special**  
**Instructions for**  
**FmHA 451-2**  
**and**  
**FmHA 1951-60**

Type or print the contact person's name and telephone number on:

- FmHA 451-2 on the "Forwarding Office" line
- FmHA 1951-60 in the "Prepared by" block.

**C**  
**Change to**  
**Requirement for**  
**Issuing Receipts**

FSA-592 is only required when payment is made with cash or a money order, or when requested by the borrower or applicant. The dishonored check notice statement on the back of FSA-592 must be crossed out. This is a change to Notice FI-2121, subparagraph 2 A.

**D**  
**Uncollectible**  
**Items**

Process uncollectible items according to instructions in the following table.

Step	Action
1	The wholesale lockbox will forward uncollectible items to the St. Louis Finance Office.
2	The St. Louis Finance Office will forward the uncollectible item to the Ag Credit Team office that services the borrower.
3	The Ag Credit Team will immediately notify the payee of the returned check and request the check be redeemed with a cashiers check or money order.

**Note:** Uncollectible items will be held by the Ag Credit Team until fully redeemed.

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Notice FC-19

2 Action (Continued)

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**E**  
**Completing**  
**FSA-603**

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E	Enter the total amount paid.
F	Enter the fund code and loan number.
G	Enter the amount applied to each loan.
H	Enter remarks about the loan; such as, paid in full, sale of security, graduation, etc.

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