UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice FLP-5

For: State and County Offices

FY 1999 FLP Commercial Credit Reports

Approved by: Deputy Administrator, Farm Loan Programs

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1 Overview

A Background

Previously, credit reports for corporations, partnerships, cooperatives, or joint operations were obtained by the National Office through Dun and Bradstreet Information Services.

In FY 1999, State Offices will be delegated the responsibility of ordering commercial credit reports. This service will enable State Office Coordinators or their designee to provide more timely responses to Field Offices and improve service to our customers.

The National Office has contracted with Dun and Bradstreet Information Services to provide online services through the Internet. State Coordinators will require access to a computer with Internet capabilities.

B Purpose

This notice:

- delegates responsibility for ordering commercial credit reports to State Offices
- identifies Dun and Bradstreet Information Services as the only authorized source for ordering commercial credit reports.

Disposal Date	Distribution
October 1, 1999	State Offices; State Offices relay to County Offices

2 National Office and Vendor Responsibilities

A
User ID's and Passwords

State Coordinators will receive two ID's and passwords to obtain recoverable and nonrecoverable credit reports. Only State Coordinators and their designee are authorized to access this database.

B
Technical Assistance

The National Office will schedule a teleconference between the National Office, State Coordinators, and Dun and Bradstreet to provide instruction on accessing the database. State Coordinators will:

- be notified of the date and time of the teleconference
- need access to a computer with Internet capabilities during the teleconference.

C
Mortgage Reports

State Offices will retain the responsibility of obtaining services for Field Offices. State Offices are also authorized to obtain electronic mortgage reports and are encouraged to work with their current GSA vendors to establish online services.

D
Contact

Direct questions about this notice to Ann Smith, LMD, at 202-720-1656.