

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Farm Storage Facility Loan Program Functions 2-FSFL (Revision 1)	Amendment 9
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Paragraph 401 has been amended to include the “Print CCC-200” button.

Subparagraph 462 A has been amended to clarify payment transmission to NRRS.

Subparagraph 464 A has been amended to clarify application of bankruptcy plan payments.

Subparagraph 502 C has been amended to clarify elements of a repayment that cannot be changed after the associated remittance has been deposited in NRRS.

Subparagraph 552 C has been amended to update PSD contact information for bankruptcy plans.

Paragraph 555 has been amended to clarify Treasury Offset and other payments received towards a delinquent FSFL.

Page Control Chart		
TC	Text	Exhibit
	6-5 through 6-8 6-8.5, 6-8.6 7-3, 7-4 7-9, 7-10 7-55 through 7-100 7-112.5, 7-112.6 7-117, 7-118 7-121, 7-122	

401 Loan Closing

A Overview

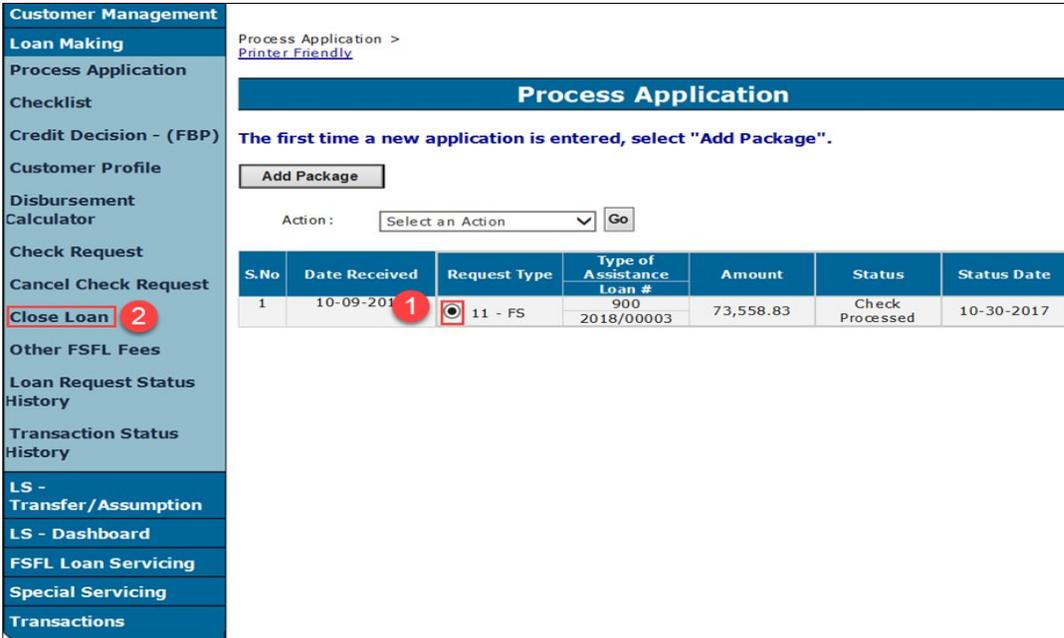
Loan closing occurs in DLS **after** the:

- check was requested
- CCC-186 has been prepared through DLS
- *-CCC-200 has been prepared through DLS--*
- applicant has signed CCC-186.

Note: Partial must be closed before final in a partial/final loan application.

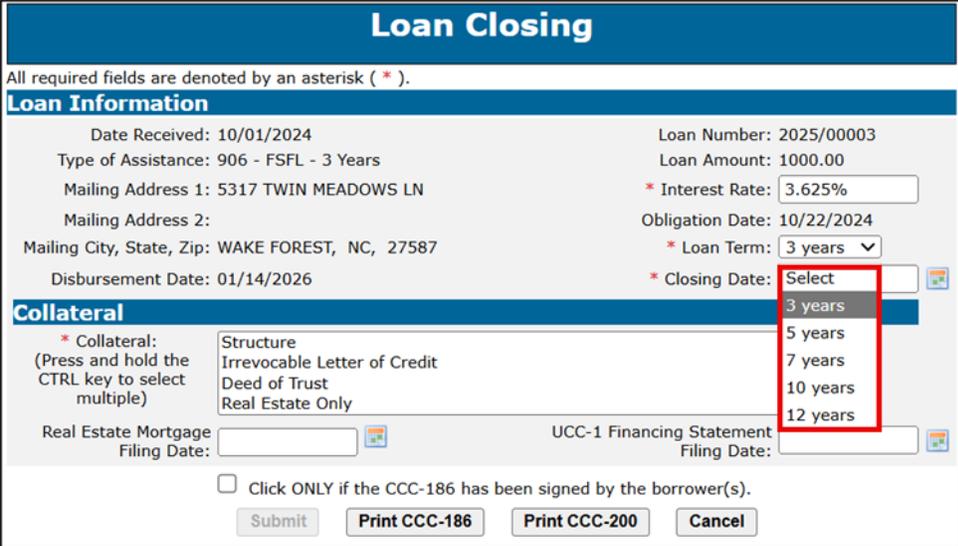
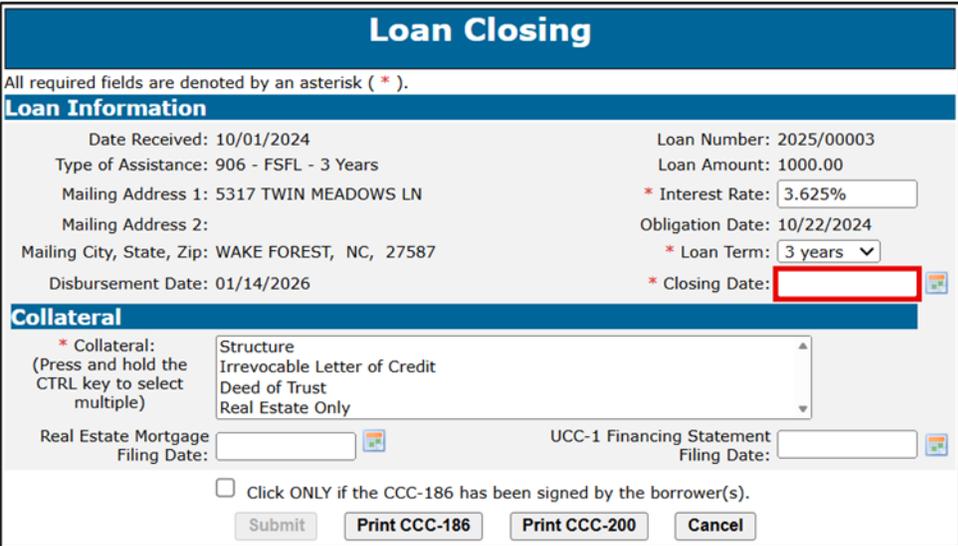
B Action

Complete the loan closing according to the following table.

Step	Action																																																															
1	<p>From the Process Application Screen:</p> <ul style="list-style-type: none"> • click the radio button of the applicable loan to be closed • CLICK “Close Loan” from the left navigation bar. <p>Note: The loan status must be “Check Processed”.</p>  <table border="1" data-bbox="407 1079 1471 1717"> <tr> <td colspan="7">Customer Management</td> </tr> <tr> <td colspan="7">Loan Making</td> </tr> <tr> <td colspan="7">Process Application > Printer Friendly</td> </tr> <tr> <td colspan="7">Process Application</td> </tr> <tr> <td colspan="7">The first time a new application is entered, select "Add Package".</td> </tr> <tr> <td colspan="7"><input type="button" value="Add Package"/></td> </tr> <tr> <td colspan="7">Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/></td> </tr> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> <tr> <td>1</td> <td>10-09-2017</td> <td><input checked="" type="radio"/> 11 - FS</td> <td>900 2018/00003</td> <td>73,558.83</td> <td>Check Processed</td> <td>10-30-2017</td> </tr> </table>	Customer Management							Loan Making							Process Application > Printer Friendly							Process Application							The first time a new application is entered, select "Add Package".							<input type="button" value="Add Package"/>							Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/>							S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	10-09-2017	<input checked="" type="radio"/> 11 - FS	900 2018/00003	73,558.83	Check Processed	10-30-2017
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401 Loan Closing (Continued)

B Action (Continued)

Step	Action
<p>2</p>	<p>The Loan Closing Screen will be displayed.</p> <p>*--</p>  <p>Using the drop-down, review the eligible loan terms to determine if an adjustment needs to be made. See 1-FSFL about changing FSFL terms.</p>
<p>3</p>	<p>After the loan term has been reviewed,</p> <p>*--</p>  <ul style="list-style-type: none"> • enter the closing date • PRESS “Tab”.

401 Loan Closing (Continued)

B Action (Continued)

Step	Action																																		
4	<p>The amortization schedule will be displayed. *--</p> <div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">Loan Closing</div> <p>All required fields are denoted by an asterisk (*).</p> <div style="background-color: #0056b3; color: white; padding: 2px;">Loan Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date Received: 10/01/2024</td> <td style="width: 50%;">Loan Number: 2025/00003</td> </tr> <tr> <td>Type of Assistance: 906 - FSFL - 3 Years</td> <td>Loan Amount: 1000.00</td> </tr> <tr> <td>Mailing Address 1: 5317 TWIN MEADOWS LN</td> <td>* Interest Rate: <input type="text" value="3.625%"/></td> </tr> <tr> <td>Mailing Address 2:</td> <td>Obligation Date: 10/22/2024</td> </tr> <tr> <td>Mailing City, State, Zip: WAKE FOREST, NC, 27587</td> <td>* Loan Term: <input type="text" value="3 years"/></td> </tr> <tr> <td>Disbursement Date: 01/14/2026</td> <td>* Closing Date: <input type="text" value="02/10/2026"/></td> </tr> </table> <div style="background-color: #0056b3; color: white; padding: 2px;">Collateral</div> <p>* Collateral: (Press and hold the CTRL key to select multiple)</p> <div style="border: 1px solid gray; padding: 2px;"> Structure Irrevocable Letter of Credit Deed of Trust Real Estate Only </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%;">Real Estate Mortgage Filing Date: <input type="text"/></td> <td style="width: 50%;">UCC-1 Financing Statement Filing Date: <input type="text"/></td> </tr> </table> <div style="background-color: #0056b3; color: white; padding: 2px;">Amortization Schedule</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Installment Number</th> <th>Installment Date</th> <th>Principal</th> <th>Interest</th> <th>Total Installment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02/10/2027</td> <td>\$321.54</td> <td>\$36.25</td> <td>\$357.79</td> </tr> <tr> <td>2</td> <td>02/10/2028</td> <td>\$333.20</td> <td>\$24.59</td> <td>\$357.79</td> </tr> <tr> <td>3</td> <td>02/10/2029</td> <td>\$345.27</td> <td>\$12.52</td> <td>\$357.79</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"><input type="checkbox"/> Click ONLY if the CCC-186 has been signed by the borrower(s).</p> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Submit"/> <input type="button" value="Print CCC-186"/> <input type="button" value="Print CCC-200"/> <input type="button" value="Cancel"/> </div> </div> <p style="text-align: right; margin-top: 5px;">--*</p> <p>Select collateral according to subparagraph C.</p>	Date Received: 10/01/2024	Loan Number: 2025/00003	Type of Assistance: 906 - FSFL - 3 Years	Loan Amount: 1000.00	Mailing Address 1: 5317 TWIN MEADOWS LN	* Interest Rate: <input type="text" value="3.625%"/>	Mailing Address 2:	Obligation Date: 10/22/2024	Mailing City, State, Zip: WAKE FOREST, NC, 27587	* Loan Term: <input type="text" value="3 years"/>	Disbursement Date: 01/14/2026	* Closing Date: <input type="text" value="02/10/2026"/>	Real Estate Mortgage Filing Date: <input type="text"/>	UCC-1 Financing Statement Filing Date: <input type="text"/>	Installment Number	Installment Date	Principal	Interest	Total Installment	1	02/10/2027	\$321.54	\$36.25	\$357.79	2	02/10/2028	\$333.20	\$24.59	\$357.79	3	02/10/2029	\$345.27	\$12.52	\$357.79
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401 Loan Closing (Continued)

B Action (Continued)

Step	Action																																
5	<p>*--The County Office shall print the CCC-186 and CCC-200 from DLS after all required fields are completed.</p> <div data-bbox="407 432 1373 1110" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">Loan Closing</div> <p>All required fields are denoted by an asterisk (*).</p> <div style="background-color: #0056b3; color: white; padding: 2px;">Loan Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date Received: 10/01/2024</td> <td style="width: 50%;">Loan Number: 2025/00003</td> </tr> <tr> <td>Type of Assistance: 906 - FSFL - 3 Years</td> <td>Loan Amount: 1000.00</td> </tr> <tr> <td>Mailing Address 1: 5317 TWIN MEADOWS LN</td> <td>* Interest Rate: <input type="text" value="3.625%"/></td> </tr> <tr> <td>Mailing Address 2:</td> <td>Obligation Date: 10/22/2024</td> </tr> <tr> <td>Mailing City, State, Zip: WAKE FOREST, NC, 27587</td> <td>* Loan Term: <input type="text" value="3 years"/></td> </tr> <tr> <td>Disbursement Date: 01/14/2026</td> <td>* Closing Date: <input type="text" value="02/10/2026"/></td> </tr> </table> <div style="background-color: #0056b3; color: white; padding: 2px;">Collateral</div> <p>* Collateral: <input type="text" value="Structure"/> (Press and hold the CTRL key to select multiple) Irrevocable Letter of Credit Deed of Trust Real Estate Only</p> <p>Real Estate Mortgage Filing Date: <input type="text"/> UCC-1 Financing Statement Filing Date: <input type="text"/></p> <div style="background-color: #0056b3; color: white; padding: 2px;">Amortization Schedule</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="background-color: #e0e0e0;">Installment Number</th> <th style="background-color: #e0e0e0;">Installment Date</th> <th style="background-color: #e0e0e0;">Principal</th> <th style="background-color: #e0e0e0;">Interest</th> <th style="background-color: #e0e0e0;">Total Installment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02/10/2027</td> <td>\$321.54</td> <td>\$36.25</td> <td>\$357.79</td> </tr> <tr> <td>2</td> <td>02/10/2028</td> <td>\$333.20</td> <td>\$24.59</td> <td>\$357.79</td> </tr> <tr> <td>3</td> <td>02/10/2029</td> <td>\$345.27</td> <td>\$12.52</td> <td>\$357.79</td> </tr> </tbody> </table> <p><input type="checkbox"/> Click ONLY if the CCC-186 has been signed by the borrower(s).</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input style="border: 2px solid red;" type="button" value="Print CCC-186"/> <input style="border: 2px solid red;" type="button" value="Print CCC-200"/> <input type="button" value="Cancel"/> </p> </div> <ul style="list-style-type: none"> • CLICK “Print CCC-186” • CLICK “Print CCC-200”. <p>Each form will open in Adobe Acrobat as a PDF. Applicable fields are--* populated with data from the Loan Closing Screen.</p>	Date Received: 10/01/2024	Loan Number: 2025/00003	Type of Assistance: 906 - FSFL - 3 Years	Loan Amount: 1000.00	Mailing Address 1: 5317 TWIN MEADOWS LN	* Interest Rate: <input type="text" value="3.625%"/>	Mailing Address 2:	Obligation Date: 10/22/2024	Mailing City, State, Zip: WAKE FOREST, NC, 27587	* Loan Term: <input type="text" value="3 years"/>	Disbursement Date: 01/14/2026	* Closing Date: <input type="text" value="02/10/2026"/>	Installment Number	Installment Date	Principal	Interest	Total Installment	1	02/10/2027	\$321.54	\$36.25	\$357.79	2	02/10/2028	\$333.20	\$24.59	\$357.79	3	02/10/2029	\$345.27	\$12.52	\$357.79
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401 Loan Closing (Continued)

B Action (Continued)

Step	Action																																
6	<p>The Loan Close may be completed only if the CCC-186 has been signed. *--</p> <div data-bbox="407 401 1393 1094" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">Loan Closing</div> <p>All required fields are denoted by an asterisk (*).</p> <div style="background-color: #0056b3; color: white; padding: 2px;">Loan Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date Received: 10/01/2024</td> <td style="width: 50%;">Loan Number: 2025/00003</td> </tr> <tr> <td>Type of Assistance: 906 - FSFL - 3 Years</td> <td>Loan Amount: 1000.00</td> </tr> <tr> <td>Mailing Address 1: 5317 TWIN MEADOWS LN</td> <td>* Interest Rate: <input type="text" value="3.625%"/></td> </tr> <tr> <td>Mailing Address 2:</td> <td>Obligation Date: 10/22/2024</td> </tr> <tr> <td>Mailing City, State, Zip: WAKE FOREST, NC, 27587</td> <td>* Loan Term: <input type="text" value="3 years"/></td> </tr> <tr> <td>Disbursement Date: 01/14/2026</td> <td>* Closing Date: <input type="text" value="02/10/2026"/></td> </tr> </table> <div style="background-color: #0056b3; color: white; padding: 2px;">Collateral</div> <p>* Collateral: <input type="text" value="Structure"/> (Press and hold the CTRL key to select multiple) Irrevocable Letter of Credit Deed of Trust Real Estate Only</p> <p>Real Estate Mortgage Filing Date: <input type="text"/> UCC-1 Financing Statement Filing Date: <input type="text"/></p> <div style="background-color: #0056b3; color: white; padding: 2px;">Amortization Schedule</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Installment Number</th> <th>Installment Date</th> <th>Principal</th> <th>Interest</th> <th>Total Installment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02/10/2027</td> <td>\$321.54</td> <td>\$36.25</td> <td>\$357.79</td> </tr> <tr> <td>2</td> <td>02/10/2028</td> <td>\$333.20</td> <td>\$24.59</td> <td>\$357.79</td> </tr> <tr> <td>3</td> <td>02/10/2029</td> <td>\$345.27</td> <td>\$12.52</td> <td>\$357.79</td> </tr> </tbody> </table> <p style="text-align: center;"> <input checked="" type="checkbox"/> Click ONLY if the CCC-186 has been signed by the borrower(s). <input type="button" value="Submit"/> <input type="button" value="Print CCC-186"/> <input type="button" value="Print CCC-200"/> <input type="button" value="Cancel"/> </p> </div> <p style="text-align: right;">*--</p> <ul style="list-style-type: none"> Select check box if CCC-186 has been signed by the borrower(s). CLICK “Submit” to close the loan. <p>Note: The submit button will only become available once the CCC-186 is signed and the check box is selected.</p>	Date Received: 10/01/2024	Loan Number: 2025/00003	Type of Assistance: 906 - FSFL - 3 Years	Loan Amount: 1000.00	Mailing Address 1: 5317 TWIN MEADOWS LN	* Interest Rate: <input type="text" value="3.625%"/>	Mailing Address 2:	Obligation Date: 10/22/2024	Mailing City, State, Zip: WAKE FOREST, NC, 27587	* Loan Term: <input type="text" value="3 years"/>	Disbursement Date: 01/14/2026	* Closing Date: <input type="text" value="02/10/2026"/>	Installment Number	Installment Date	Principal	Interest	Total Installment	1	02/10/2027	\$321.54	\$36.25	\$357.79	2	02/10/2028	\$333.20	\$24.59	\$357.79	3	02/10/2029	\$345.27	\$12.52	\$357.79
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401 Loan Closing (Continued)

C Field Descriptions

The following table provides the field descriptions for the Loan Closing Screen.

Field/Button	Description	Action
Loan Information		
Loan Terms	The length of the loan in years	Loan terms may be changed when the final approved amount changes the eligible term.
		IF the approved loan amount...
		THEN...
	decreases	the loan term may be changed. Note: The loan term must be decreased if the original loan term is no longer eligible.
	increases	a new FBP determination and COC/STC approval are needed before loan terms are changed.
*--Closing Date	Closing date of the loan	Enter the date by either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
Collateral	Collateral applicable to loan.	Select applicable collateral. Note: Hold CTRL Key to select multiple.
Real Estate Mortgage Filing Date	Mortgage Filing Date	If applicable, enter the date by either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
UCC-1 Financing Statement Filing Date	UCC-1 Filing Date	Enter the date by either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
Print CCC-186	To print the CCC-186 Promissory Note	CLICK “Print CCC-186”.
Print CCC-200	To print the CCC-200 Security Agreement	CLICK “Print CCC-200”.
Cancel	To exit the Close Loan Screen	CLICK “Cancel”.
Click ONLY if the CCC-186 has been signed by the borrower(s)	Validation the CCC-186 has been signed	Check the box.
Submit	To close the loan	Click “Submit”.--*

461 Facility Loan Inquiry (Continued)

D Example of FSFL Loan Inquiry Screen History

Following is an example of the Facility Loan Inquiry Screen when the History Screen is displayed. The History Screen is divided into the following 2 sections:

- Loan Information
- Loan History Transactions.

Facility Loan Inquiry

Summary

History

Loan Information

Loan Number: 2010/00001

FSA State: Maryland(24)

FSA County: Anne Arundel(003)

Loan Amount: \$20,000.00

Loan Term: 7

Interest Rate: 3.250%

Loan History Transactions

Effective Date	Transaction Type	Transaction Amount	Transaction Date and Time
05/28/2013	Payment	\$3,222.07	05/28/2013 00:00:00
06/21/2012	Payment	\$3,263.69	06/21/2012 00:00:00
06/07/2011	Payment	\$3,240.44	06/07/2011 00:00:00
06/07/2010	Loan Creation	\$20,000.00	06/07/2010 00:00:00

E Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK “**Loan Inquiry**”
- CLICK “**Go**” to display the FSFL Loan Inquiry Screen.

The Summary Screen is the defaulted screen. Click the “History” tab to view the loan history transactions.

Note: Users have the option to make a payment directly from the Summary Screen. See paragraph 462 for instructions for recording payments.

462 Payment

A Overview

The Payment Screen allows the user to process a payment received for the loan. Information entered in DLS will be automatically sent to NRRS for processing.

***--Note:** Payments will be transmitted to NRRS based on the Remittance State, Remittance County, and Office selected by the user, which may be different than the--* borrower’s administrative State and county.

Important: When entering a single remittance for payments on multiple loans it is imperative that the total remittance amount entered is the amount on the check *--and not the amount be applied to the individual loan.--*

B Example of Payment Screen

Following is an example of the Payment Screen.

Payment	
All required fields are denoted by an asterisk (*).	
Loan Information	
Loan Number: 2014/00001	Loan Amount: \$150,000.00
FSA State: Illinois (17)	Loan Term: 10
FSA County: Bond (005)	Interest Rate: 2.625%
Payment Details	
* Payment Date: <input type="text" value="10/13/2016"/>	Outstanding Loan Principal: \$136,720.16
* Payment Amount: <input type="text"/>	Outstanding Loan Interest: \$3,185.77
	Outstanding Loan Amount: \$139,905.93
Remittance Details	
* Remitter Name: <input type="text" value="Select"/>	* Total Remittance Amount: <input type="text"/>
* Remittance Type: <input type="text" value="Select"/>	Check/Item Number: <input type="text"/>
* Remittance State: <input type="text" value="Select"/>	* Remittance County: <input type="text" value="Select"/>
* Office: <input type="text" value="Select"/>	
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

464 **Bankruptcy Payments**

A Overview

--The Bankruptcy Payment Screen allows the user to process payments received for a loan impacted by Bankruptcy. Bankruptcy payments received must be loaded under the Bankruptcy loan created in DLS according to 2-FSFL, paragraph 552. When the Bankruptcy Plan is completed, all bankruptcy payments received will be automatically re-applied to the original loan in DLS.--

B Applying Bankruptcy Plan Payments

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK “**Payment**”
- *--CLICK “**Go**” to display the Bankruptcy Payment Screen.--*

Following is an example of the Bankruptcy Payment Screen that will be displayed when the “Payment” option has been selected.

Bankruptcy Payment			
All required fields are denoted by an asterisk (*).			
Loan Information			
Loan Number: 2015/00002			
Part I - Secured Debt Payments			
	Installment Number	Date Due	Payment Date
No payments received to date			
Part II - Unsecured Debt Payments			
	Installment Number	Date Due	Payment Date
No payments received to date			
New Payment			
* Payment Type: <input checked="" type="radio"/> Secured Payment <input type="radio"/> Unsecured Payment			
	Date Due	Payment Date	Payment Amount
		* 06/03/2021	* <input style="width: 100%;" type="text"/>
Remittance Details			
* Remitter Name: <input style="width: 90%;" type="text" value="Select"/>	* Total Remittance Amount: <input style="width: 80%;" type="text"/>		
* Remittance Type: <input style="width: 90%;" type="text" value="Select"/>	Check /Item Number: <input style="width: 80%;" type="text"/>		
* Remittance State: <input style="width: 90%;" type="text" value="Select"/>	* Remittance County: <input style="width: 90%;" type="text" value="Select"/>		
* Office: <input style="width: 60%;" type="text" value="Select"/>			
<input type="button" value="Next"/>		<input type="button" value="Cancel"/>	

*--464 Bankruptcy Payments (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for bankruptcy plan payments.

Field/Button	Description	Action
New Payment		
Payment Date	<p>The date the payment was received in the Service Center.</p> <p>The date is defaulted to the current date, but a previous date can be entered.</p>	<p>No action needed if payment date is the current date.</p> <p>If the payment was received before the system date, enter the date by doing either of the following:</p> <ul style="list-style-type: none"> • enter the date in the “mm/dd/yyyy” format • click the calendar icon.
Payment Amount	The dollar amount of the payment for the loan.	Enter the amount in dollars and cents.
Remittance Details		
Remitter Name	<p>The name of the person or persons submitting the payment.</p> <p>The remitter can be someone other than the borrower.</p>	Using the drop down list, select the remitter. If the remitter is not the borrower, select the remitter from SCIMS by clicking “ Select Customer from SCIMS ”.
Total Remittance Amount	Enter the total remittance being submitted. It can be equal to or greater than the payment amount.	Enter the amount in dollars and cents.
Remittance Type	<p>The type of remittance. The following options are available:</p> <ul style="list-style-type: none"> • cash • cashier’s check • check • money order • multi-party check • wire. 	<p>Select the applicable remittance type from the drop-down list.</p> <p>Note: The system will not allow Check/Item Number to be entered when “Cash” is selected as remittance type.</p>

--*

502 Corrective Actions in NRRS and DLS for Payments**A Reapplying an System 36 Payment for Other Than an Incorrect Payment Date**

When a System 36 payment needs to be reapplied in DLS for a reason other than an incorrect payment date, complete the following steps in order:

- activate the applicable remittance in NRRS according to 64-FI, subparagraph 44 B
- send a receipt deletion request to the NRRS help desk or RMO to get the payment receipts associated to these remittances deleted in NRRS

Note: The County Office must wait for confirmation from the Help Desk or RMO that the receipt has been deleted.

- reverse the S/36 payment in DLS according to paragraph 500
- record the payment correctly in DLS according to paragraph 462

Note: The remittance number, type, amount, effective date, and remitter **must** be the same.

- deactivate the applicable remittance in NRRS according to 64 FI, subparagraph 44 D.

B Reapply DLS Payments After Preparing the Schedule of Deposit

When a DLS payment needs to be reapplied after preparing the Schedule of Deposit, complete the following steps in order:

- delete the prepared Schedule of Deposit according to 64 FI, subparagraph 42 D
- reverse the payment in DLS according to paragraph 500
- record the payment correctly in DLS according to paragraph 462.

502 Corrective Actions in NRRS and DLS for Payments (Continued)**C Reapply DLS Payments After Verifying the Schedule of Deposit**

When a DLS payment needs to be reapplied after verifying the Schedule of Deposit, complete the following steps in order:

- activate the applicable remittance in NRRS according to 64-FI, subparagraph 44 B
- reverse the payment in DLS according to paragraph 500
- record the payment correctly in DLS according to paragraph 462

*--**Note:** Certain details of the original repayment cannot be changed once a remittance has been deposited. These elements are Payment Amount, Remitter Name, Remittance Amount, Remittance Type, and Check/Item Number. If the original repayment was entered with erroneous details for any of these elements, contact the National Office for assistance.--*

- deactivate the applicable remittance in NRRS according to 64 FI, subparagraph 44 D.

D Dishonored Checks

After a check has been recorded as dishonored in NRRS according to 64-FI, NRRS will automatically send a message to DLS that will automatically reverse the DLS payment.

Note: Do **not** reverse an FSFL payment in DLS for a dishonored check.

503-549 (Reserved)

552 Bankruptcies (Continued)

C Field Descriptions and Actions (Continued)

Part I – Secured Debt Portion		
New Secured Principal	The amount of the new secured principal.	Enter in dollars and cents.
New Secured Interest Rate	The interest rate of the plan.	Enter as “XX.XXX” percent.
Part II – Unsecured Debt Portion		
New Unsecured Principal	The amount of the new unsecured principal.	Enter in dollars and cents.
New Unsecured Interest Rate	The interest rate of the plan.	Enter as “XX.XXX” percent.
Summary Review	To create and review the bankruptcy plan. Note: Second party review.	CLICK “Summary Review” to create and view the bankruptcy plan. Plan is now ready for edit, 2nd party review, or deletion. CLICK “Edit” to edit the plan according to this subparagraph. CLICK “Delete” to delete the plan.
-- Note: After the summary review has been completed, contact FSFLPolicy@usda.gov for 2 nd party review and approval of the bankruptcy plan.--		
Exit	To exit the Create Bankruptcy Plan Screen.	CLICK “Exit” to return to Select Facility Loan to Service Screen.

555 Treasury Offset Payments

A Overview

--Delinquent FSFL’s will be referred to the Treasury Offset Program (TOP) 120 calendar days after the installment due date. The National Office will process the referral to TOP to offset eligible, non-FSA Treasury payments paid to the delinquent borrower. Any TOP offset payments are received by FSA electronically and are applied by a National Office user in DLS.--

B County Office Action

County Offices shall set the “Other Debt Offset” flag in FSA-FS, under Customer Profile, on all borrowers listed on the delinquent FSFL, according to instructions provided in 1-FSFL,

*--subparagraph 262 C.

The following table describes how any payments are to be applied when received for a delinquent FSFL.

IF the County Office receives...	THEN...
a payment from or on behalf of the delinquent borrower	<ul style="list-style-type: none"> • apply payment in DLS according to paragraph 462 • immediately notify State Office of the payment received.
a Treasury check as a result of a FSA program payment offset in NPS for payment towards delinquent FSFL	
notification from a delinquent borrower that an offset from non-FSA Treasury payment via TOP has been made	notify State Office that a TOP payment on behalf of the borrower was likely received.

C State Office Action

State Offices must immediately notify PSD by email at FSFLPolicy@usda.gov of any payments made towards the delinquent loan so the National Office can adjust the delinquent balance or remove the debt from TOP for either of the following:

- payment made by borrower
- Treasury check is applied to the FSFL because of FSA program payment offset.--*

D National Office Action

The National Office will contact OBF to obtain the exact net payment offset amount to be *--entered in DLS. The National Office user will then enter the Treasury Offset payment in DLS and notify the State Office of applied payment.--*

*--556 Deferrals

A Overview

The deferral process in DLS allows a borrower to defer payment(s) and extend their loan maturity date.

DLS will not allow a borrower with an active deferral to apply for a new FSFL.

National Office will determine and record the next installment due date in DLS for all delinquent borrowers.

DLS will automatically establish the next installment due date for current borrowers.

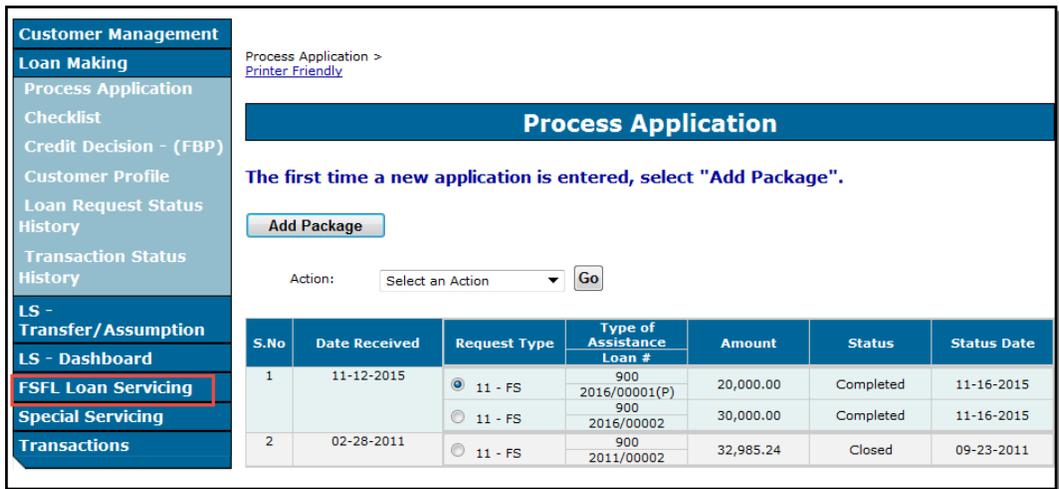
Important: Users processing deferrals for delinquent borrowers must coordinate with their STO specialist and National Office to determine and record the appropriate next installment due date.

Note: FSFLs with the following conditions cannot be deferred:

- original 12-year term
- secured with an ILOC
- CCC-777 deferral request received after the loan maturity date.

B Action

Complete the deferral process according to the following table.

Step	Action
1	Select the borrower according to paragraph 22.
2	<p>The Process Application Screen will be displayed.</p>  <p>From the left navigation bar CLICK “FSFL Loan Servicing”.</p>

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556 Deferrals (Continued)

B Action (Continued)

Step	Action
6	<p>The Deferral Screen will update including an updated deferral status and resulting loan information sections.</p> <div data-bbox="402 443 1409 997" style="border: 1px solid black; padding: 10px;"> <p>The screenshot shows a web interface for 'Loan Deferral'. On the left is a navigation menu with items: Customer Management, Loan Making, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Select Facility Loan, Special Servicing, Transactions, and NATS. The main content area has a blue header 'Loan Deferral' and a message: 'Message: Deferral information has been successfully saved.' Below this are sections: 'Deferral Status' (Deferral Status: Pending, Deferral Status Date: 05/22/2024), 'Loan Information' (Loan Number: 2021/00005, Payment Status: Behind, Installment Due Date: 08/05/2022, Loan Maturity Date: 08/05/2025), and 'Deferral Information' (CCC-777 Received Date: 05/21/2024, Deferral Year(s): 1, Financial Analysis Completion Date, Producer Withdraw Date, COC Determination: Select, COC Determination Date). A red box highlights the 'Resulting Loan Information' section (Next Installment Due Date, New Maturity Date: 08/05/2026) and the 'Save', 'Delete', and 'Cancel' buttons at the bottom.</p> </div> <p>New Maturity Date will auto populate based on the deferral year selection.</p> <p>If the payment status is “behind” the National Office will determine and record the next installment due date.</p> <p>If the payment status is “current” the next installment due date will auto populate. This date will be exactly 1 year following the upcoming installment due date.</p> <p>Note: Financial Analysis Completion Date, COC Determination, COC Determination Date, and Next Installment Due Date fields must have entries *--before the deferral can be submitted for 2nd party review.--*</p>

*--556 Deferrals (Continued)

B Action (Continued)

Step	Action
7	<p>When all necessary fields have been completed the “Submit for Review” button will display.</p> <div data-bbox="402 443 1393 957" style="border: 1px solid black; padding: 10px;"> </div> <p>CLICK “Submit for Review”.</p> <p>Note: Upon submission for review the user will no longer be able to edit the deferral. Another user must complete the 2nd Party review.</p>

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