

For: State and County Offices

New FLP Collection Codes for Lien Searches and Filing Fees

Approved by: Deputy Administrator, Management



1 Overview

A

Background

FSA offices conduct lien searches and filings as part of FLP Loan Making and Servicing. Today, these lien searches and filings are conducted at local Government Offices or through the mail.

Many FSA offices have reported that their State Government now offers on-line lien searches and filings via the Internet. The on-line services are faster than the traditional methods and would enable local offices to process and service loans quicker. FSA offices are not able to use the new services, however, because the office, not the borrower, is billed for using the service. This is a problem for FSA offices, because the cost of the lien searches and filings is paid by the borrower. The borrower's check or cash is used to pay for these services.

To enable FSA offices to use the on-line services, new collection codes have been created to allow State and County Offices to collect and deposit borrower's fees for the lien searches and filings. The cost of these services can then be paid by FSA offices, as credit report fees are paid today. The new collection codes will be included in County Release No. 438.

Note: This notice is not a directive to use on-line services. State and County Offices should consider the cost benefit and obtain the proper authorization before using on-line services.

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<p>Disposal Date</p> <p>February 1, 2001</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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1 Overview (Continued)

B

Purpose

This notice provides State and County Offices with instructions on depositing borrower's fees using the new collection codes.

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Contact

If there are any questions about this notice:

- County Offices shall contact the State Office
 - State Offices shall contact Lenior Simmons, FMD at 703-305-1313.
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2 Depositing Lien Search and Filing Fees Using the System 36

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New Collection Codes

State and County Offices shall use the following collection codes to record the receipt of fees for lien searches and filings.

- "36" Lien Search Fees
 - "38" Filing Fees.
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2 Depositing Lien Search and Filing Fees Using the System 36 (Continued)

B

Using the Cash Receipts System Use the following table to record the collection of lien search and filing fees. See 3-FI, Part 3 for complete instructions on entering collection data using the Cash Receipts System.

Step	Action
1	On the Accounting Cash Receipts Menu AGK000: <ul style="list-style-type: none"> • ENTER "1", "Enter Payment/Refund for Schedule of Deposit (CCC-257)" • PRESS "Enter".
2	On Screen AGK01000, ENTER "FCP" for nonautomated program code and PRESS "Field Exit".
3	Enter borrower ID number and type or name.
4	Enter State and county number and PRESS "Field Exit".
5	Enter collection code "36" or "38" and PRESS "Enter".
6	On Screen AGK01005, enter amount of the fee collected and PRESS "Field Exit".
7	"Y" will be displayed in the "Special Data" field. Note: While this field defaults to "Y" for FLP collection, no special data is required for collection codes "36" and "38". If data is correct, PRESS "Enter" twice. Screen AGK01201 will be displayed.
8	No Entry is required on Screen AGK01201. PRESS "Enter" to continue.
9	Continue recording the remittance on the current CCC-257 according to 3-FI, Part 3.
