

Instruction for Filling-out the Recourse Loan Payment Transmittal

Note: We have highlighted in yellow, the columns and cells to fill in each month. The remaining cells remain the same from month to month.

Header Row:

H	H, as in 'Header.'" Capital letter only
O	This column must contain a 0 (zero) only
NWO	Insert the name of your organization, not the program name
Report Date	The month covered by the transmittal
Total Principal	The total of the fifth column only
Total Interest	The total of the sixth column only

Detail Rows:

One detail row of 13 columns per loan. Each month, provide the requested information for columns 3,5,6, and 8-12. The remaining five columns will not change from month to month.

Column 1	"D" as in "Detail.'" Capital letter only
Column 2	Place a 0 (zero) in this column only
Column 3	NHSA's loan number preceded by zeros to fill 10 places
Column 4	Place a 0 (zero) in this column only
Column 5	Principal portion of payment
Column 6	Interest portion of payment
Column 7	Place a 0 (zero) in this column only
Column 8	Due date of loan
Column 9	Date payment received
Column 10	Loan balance after payment as been applied
Column 11	Scheduled principal and interest payment amount
Column 12	Enter percentages in the following format: 5.25
Column 13	Place a 0 (zero) in this column only