

Instructions for Completing RUS Form 595

The following instructions are for completing the RUS Form 595.

1. Insert Borrower Designation in Cell D6 as (ST####). For example for North Carolina 15 please enter NC0015 and for North Carolina 5 please enter NC0005.
2. Enter the Statement Number in Cell D8. If this is the first requisition for a particular loan then it would be "1" otherwise put in the next sequential number from the previous RUS Form 595.
3. Enter Date the RUS Form 595 is being submitted in Cell F8.
4. Enter the Month & Year of the month ending RUS Financial and Operating Report (formerly RUS Form 7 or RUS Form 12) being submitted along with the RUS Form 595 in Cell D10.
5. Enter Date of latest Budget Sheet, RUS Form 605 in Cell F10. If you are submitting requests for funds from multiple Budget Purposes and if you have different dates for those various Budget Purposes please request updated RUS Form 605s for all Budget Purposes for which you are requesting loan funds so they will all have the same date.

For each Budget Purpose for which funds are being requested on the RUS Form 595 being submitted please use the latest RUS Form 605.

6. In Column 2 of the RUS Form 595, enter the amount from the Consolidated Loan Budget figure from Column 5 on the RUS Form 605.
7. In Column 3 of the RUS Form 595, enter the amount from the Approved For Advance figure from Column 9 on the RUS Form 605.
8. In Column 4 of the RUS Form 595, enter the amount from the Advanced to Date figure from Column 8 on the RUS Form 605.
9. Please note the Column 5 of the RUS Form 595 will be calculated and no input is needed.
10. In Column 6 of the RUS Form 595, please input the Cash Balance from the Construction Fund Account for each Budget Purpose.
11. In Column 7 please input the amount for this Advance. This number should be rounded down to the nearest thousand dollars unless the request is for the remaining funds from this loan in which case it should be the exact amount of the Unadvanced Funds remaining to be requisitioned.

Please input the Loan Designation for the loan for which this advance is being requested in Cell C40.

Please input the total amount of the current loan under the appropriate lender in Cells C43, D43 or E43.

Please input the total amount advanced to date within the current loan under the appropriate lender in Cells C45, D45 or E45.

Please input the balance in the "Cash-Construction-Fund-Trustee" account at the close of the period covered by this request in Cell F49 if it is not automatically populated from Cell F32.

Please input the name of the Bank for Trustee Account in Cell D53.

Please insert the name of the Lender for which this Advance is being requested in Cell C59.

Please insert the Name and Address of the Borrower making this request in Cell A63.

Please enter the Title of Representative authorized by the Borrower's Board as shown on the RUS Form 675 in Cell E66.

Please check the appropriate box for this Advance indicating whether it is Long Term and will not be repriced over the entire term of the loan or whether it is Short Term. If it is Short Term please enter the Short Term Maturity Date (Month & Year) in Cell F72.

Please note that RUS Form 595 along with the additional required FFB "Advance Request" sheets can be submitted through RUS' electronic mailbox.

The E-mail address for the electronic mailbox is: RUSElectric@wdc.usda.gov