




COMMERCIAL LOAN – BILLING STATEMENT EXAMPLE

 Association Name Billing Statement	1 STMT DATE: 11/16/2007	LOAN NUMBER: 2								
	INT RATE: 3 7.350	TYPE OF LOAN: 4 COM Loan 8172 \longleftrightarrow 5 16								
<small>IF YOU HAVE ANY QUESTIONS ON YOUR LOAN OR THIS STATEMENT, PLEASE CALL</small>										
Loan Officer Name, Branch Office & Phone # 6										
<small>BALANCES PRIOR TO BILLING TRANSACTIONS ARE SHOWN BELOW:</small>										
PRINCIPAL:	\$31,175.26 7	8 Account Name, Line 1								
TRUST FUND:	\$0.00	Account Name, Line 2								
CASH COLLATERAL:	\$0.00	Address, Line 1								
ACCOUNTS RECEIVABLE:	\$0.00	City, State Zip Code								
ACCOUNTS PAYABLE:	\$0.00									
9 <small>ANY TRANSACTIONS TO THIS LOAN ON OR AFTER STATEMENT DATE COULD AFFECT AMOUNT DUE</small>										
10	11	12								
EFF DATE	DESCRIPTION	INTEREST								
12/01/07	Int- 30 Dy @ 7.350%	\$190.95								
12/01/07	Interest									
12/01/07	Principal									
		13 \$235.16								
		14 \$235.16								
Total Amount Due 15										
	\$0.00	\$190.95								
		\$235.16								
		\$426.11								
<small>Add If Payment Received at Office After</small>		<small>12/15/2007 \$16.0000 16</small>								
<small>IF YOU HAVE FURTHER QUESTIONS AFTER CONTACTING THE ABOVE OFFICE, PLEASE CONTACT THE DISTRICT INTERNAL AUDITOR AT 245 NORTH WACO, WICHITA, KANSAS 67201-2940</small>										
17 KEEP THIS PORTION FOR YOUR RECORDS										
<small>DETACH ON PERFORATION AND FORWARD BOTTOM PORTION WITH YOUR PAYMENT TO THE BELOW REFERENCED ADDRESS</small>										
 Association Name	18	<table border="1"><tr><th>STMT DATE</th><th>BRANCH</th><th>LOAN NUMBER</th><th>FREQUENCY</th></tr><tr><td>11/16/2007</td><td></td><td></td><td>MONTHLY</td></tr></table>	STMT DATE	BRANCH	LOAN NUMBER	FREQUENCY	11/16/2007			MONTHLY
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11/16/2007			MONTHLY							
<table border="1"><tr><td><small>DUE ON OR BEFORE</small> 12/01/2007</td><td><small>TOTAL AMOUNT DUE</small> \$426.11</td></tr></table>	<small>DUE ON OR BEFORE</small> 12/01/2007	<small>TOTAL AMOUNT DUE</small> \$426.11	\$ 21	\$ 22						
<small>DUE ON OR BEFORE</small> 12/01/2007	<small>TOTAL AMOUNT DUE</small> \$426.11									
19	20	AMOUNT ENCLOSED								
23 <input type="checkbox"/> ADDRESS CHANGED MARKED		\$ _____ CASH COLLATERAL								
		\$ _____ TRUST FUNDS								
		\$ _____ SPECIAL PRINCIPAL PMT								
		\$ _____ PREPAID INTEREST								
		<small>MAKE CHECK PAYABLE AND MAIL TO:</small>								
24 Account Name, Line 1 Account Name, Line 2 Address, Line 1 City, State Zip		25 Association Name PO Box City, State Zip Code								
MICR Line for Processing										

1. *Statement Date* – Date the statement was printed.
2. *Loan Number* – Displays the account number for the loan.
3. *Interest Rate* – Interest rate at which the billing is calculated.
4. *Type of Loan* – Defaults the type of the loan. (5Yr Adj, Variable Rte, or Variable ITL, etc)
5. *Sequence Number and Special Handling Code* – The bill file assigns a sequential number to the billing statements to insure all statements that were printed matches up with the statements mailed. The second number designates the Special Handling Code assigned by the association.
6. *Servicing Loan Officer* – Displays the servicing loan officer's name, association office and phone number.
7. *Balances Prior to Billing Transactions are Shown Below* – Displays balances, as of the statement date, for the following accounts:
 - Principal
 - Installment Fund
 - Reserve Fund
 - Undisbursed Loan Proceeds
 - Insurance Loss Proceeds
8. *Customer Name and Address* – Displays the borrower's name and address.
 - First Line – Borrower Name from Account Title 1.
 - Second Line – Borrower Name from Account Title 2.
 - Third Line – Address Line 1 from loan address.
 - Fourth Line – Address Line 2 from loan address. (if applicable)
 - Fifth Line – City, State, and Zip Code from loan address.
9. *Any Transactions to this Loan On or After Statement Date Could Affect Amount Due* – Disclosure message regarding changes to the billed amounts if transactions are applied between statement date and the due date of the loan.
10. *Effective Date Column* – Displays the effective date of the items listed in the body of the statement. Effective dates listed next to an amount due represent the due dates.
11. *Interest Rate Message* – Displays the interest rate changes that occurred on the loan since the last billing.
12. *Interest Column* – Displays any interest information that is due or is an interest credit. Read the item listed in the Description column next to the interest amount to determine if it is a due item or credit item.

13. *Principal Column* – Displays any principal information that is due or is a principal credit. Read the item listed in the Description column next to the principal amount to determine if it is a due item or credit item.
14. *Total Amount Due* – Displays the total amount due for each specific line item. Read the item listed in the Description column.
15. *Sub-Total Billed Amt* – Displays a sub-total amount for the bill representing the original amount due before any Interest Credit or Principal dollars from escrow accounts are applied.
16. *Interest Credit (Escrow Account name)* – Displays total accrued interest, from the escrow account listed, that will be applied to the payment if the payment is not satisfied by the due date.
17. *Payment From (Escrow Account name)* – Displays principal amount, from the escrow account listed, that will be applied to the payment if the payment is not satisfied by the due date.
18. *Total Amount Due* – Sum total of the Total Amount Due column. If the columns sum to \$0.00, then \$0.00 displays.

Other Items that can print in the body of the billing statement.

- Informational Not A Bill – Prints on the first line of the body of the statement if the loan is in Bankruptcy.
 - Late Fee – Prints the total late charge fee that has been assessed against the loan.
 - Advances – Total dollars of all advances on a loan.
 - Default Interest – Default Interest, including any Miscellaneous Advance default interest on the loan.
19. *Add if Payment Received at Office After* – Displays the late fee amount from the loan.

Add Per Day if payment is Received at Office After – Displays the late charge per diem if the loan carries default interest.

Both items will print on the statement if applicable.

20. *Keep This Portion For Your Records* – The printed billing statement (form) has a perforated line where the customer can tear the bottom portion of the form off and mail it into the association with the payment. The top portion can be kept for the customer's records.

21. *Stmt Date, Branch, Loan Number, Frequency* – Detailed information will print for each of the categories in the column. Repeat information for the payment coupon.
22. *Due on or Before* – The date the payment is due at the office.
23. *Total Amount Due* – Displays the total amount due for the loan – same as line item 18.
24. *Amount Enclosed* – Space for the customer to write in the total amount of dollars enclosed with the payment coupon.
25. *Reserve Fund, Installment Fund, Special Principal Pmt, Prepaid Interest Blank Lines* – Area where the customer can designate how to apply additional dollars mailed with the payment to the association.
26. *Address Changed Marked* – Checkbox for the customer to designate if there is a change of address to report. There is an area on the back side of the payment coupon where the borrower can print the address change.
27. *Customer Name and Address* – Displays the borrower's name and address.
 - First Line – Borrower Name from Account Title 1.
 - Second Line – Borrower Name from Account Title 2.
 - Third Line – Address Line 1 from loan address.
 - Fourth Line – Address Line 2 from loan address. (if applicable)
 - Fifth Line – City, State, and Zip Code from loan address.
28. *Association Name and Address* – The association's name and address is placed in the precise location for a window envelope. The window envelope is mailed with the billing statement. The customer can tear the payment coupon off and mail it, with the payment, in the envelope provided.