

Processing your Payment

You must click on the appropriate button based on the circumstances of your project to process your payment correctly.

- **If not on PAD (PAD status is NA):** Between the 1st and 10th of month, select Form 3560-29, print the worksheet, write the check and mail to the Rural Development (RD) Servicing Office. If you do not owe a check, select Approve and your payment is complete.
- **If PAD status is Pre-note:** Between the 1st and 10th of month select Form 3560-29, print the worksheet, write the check and mail it to RD.
- **If PAD status is Active and you are authorized to approve worksheets and submit payments:** Between the 1st and 10th of the month select Approve, complete the Date of Credit and the Payment Amount and RD debits your account. It is critical to approve the payment well before the 10th of the month. Treasury does not get the money for two business days after the payment is approved in MINC. To ensure the correct Date of Credit and eliminate late fees, the payment must be approved a **MINIMUM** of two (2) business days before the 10th.

The screenshot displays the 'Project Worksheets' page in the USDA MINC system. The page features a navigation menu on the left with options like 'Send Files', 'Fill-A-Form', 'Review Transactions', 'Project Worksheets', 'Payments', 'Task Calendar', and 'Income Limits'. The main content area shows a 'Worksheet List' table with the following data:

Released		Action		
Date				
August 2010 - Payable September 1, 2010	View	Approve	OR	Form 3560-29
July 2010 - Payable August 1, 2010	View	Approve	OR	Form 3560-29
June 2010 - Payable July 1, 2010	View	Approve	OR	Form 3560-29
May 2010	View	Approved		(05/26/2010 \$0.00)
April 2010	View	Approved		(04/28/2010 \$0.00)
Pre-Release		Action		
Date				
September 2010	View			
October 2010	View			

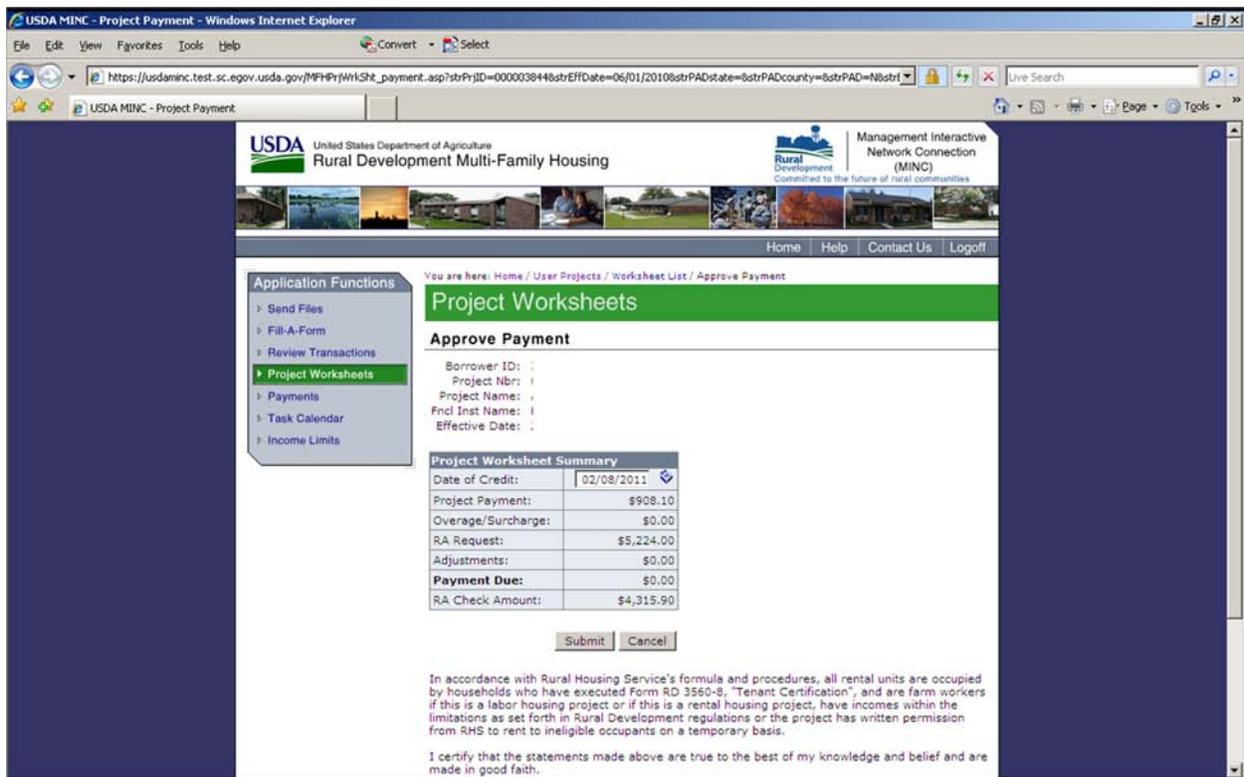
- If you are not approved for automatic Debit or Credit of your bank account, the word 'Send' is displayed in the place of the 'Approve' button. Select Form 3560-29, print the worksheet, write the check and mail it to Rural Development (RD). After the payment has been posted to the USDA system the word 'Approved' is displayed.

This is the page that is displayed when a user wants to approve the project worksheet online. You must be authorized by the Management Agent or Service Bureau to approve the project worksheet online.

If you are not authorized to approve the project worksheet online, the system displays a warning message.



If you are authorized to approve the project worksheet online, the summary detail is displayed.



- If you are approving a \$0 payment due worksheet, and there is a dollar amount in the RA Check Amount, you are not able to change the Payment Due amount.
- If you are signed up for PAD and authorized by the Management Agent or Service Bureau, you can modify the Date of Credit and the Payment Due.
- If the project has been suspended from the MINC project worksheet payment approval process, the payment cannot be processed by MINC. The following message is displayed:



Please contact the telephone number displayed on the 'Contact Us' tab on the main toolbar for information regarding the suspended project payment.

The Date of Credit is the date this action is credited with Rural Development and also the date Rural Development drafts funds from their account. By default, the system displays the earliest date the payment can be credited.

If no payment is due (\$0 payment), the current date is displayed. The date can be changed to a future date that is not a Sunday.

If a payment is due, a date two (2) business days in the future is displayed. The date can be changed to a future date that is not a Saturday, Sunday, or holiday.

The Payment Due is for the amount to be withdrawn from the designated banking account. Monthly payments are due the 1st of the month with a grace period to the 10th of the month. You may receive a late fee if the date and amount entered on this page if not entered correctly according to your loan agreement.

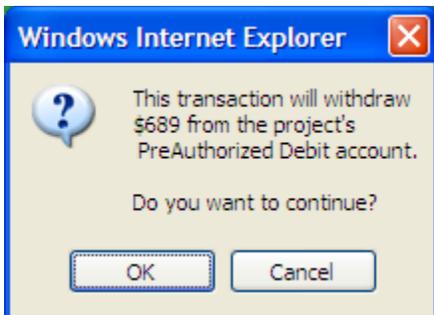
If you enter a date of credit after the 10th, the system may display the following message:



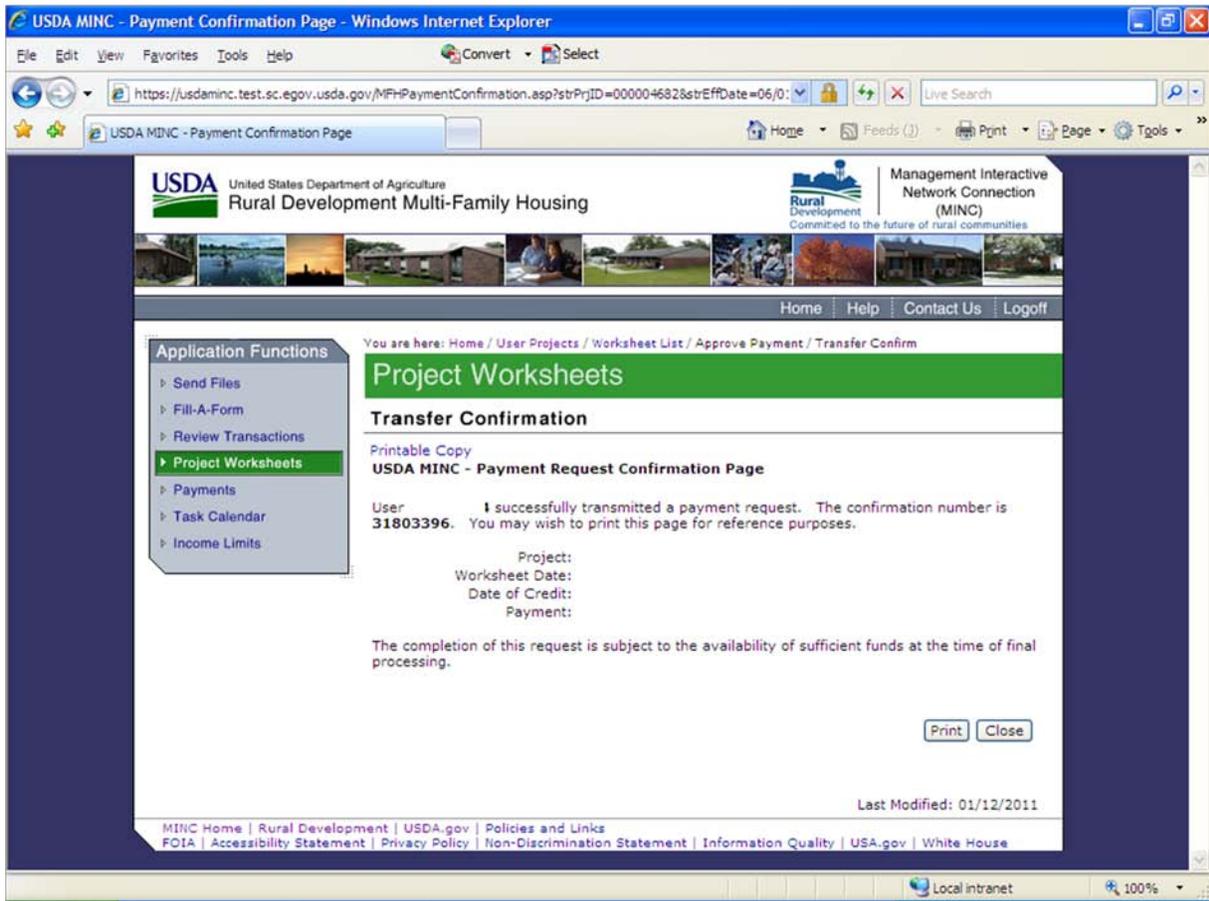
If you enter a date of credit more than one year in the future, the system may display the following message:



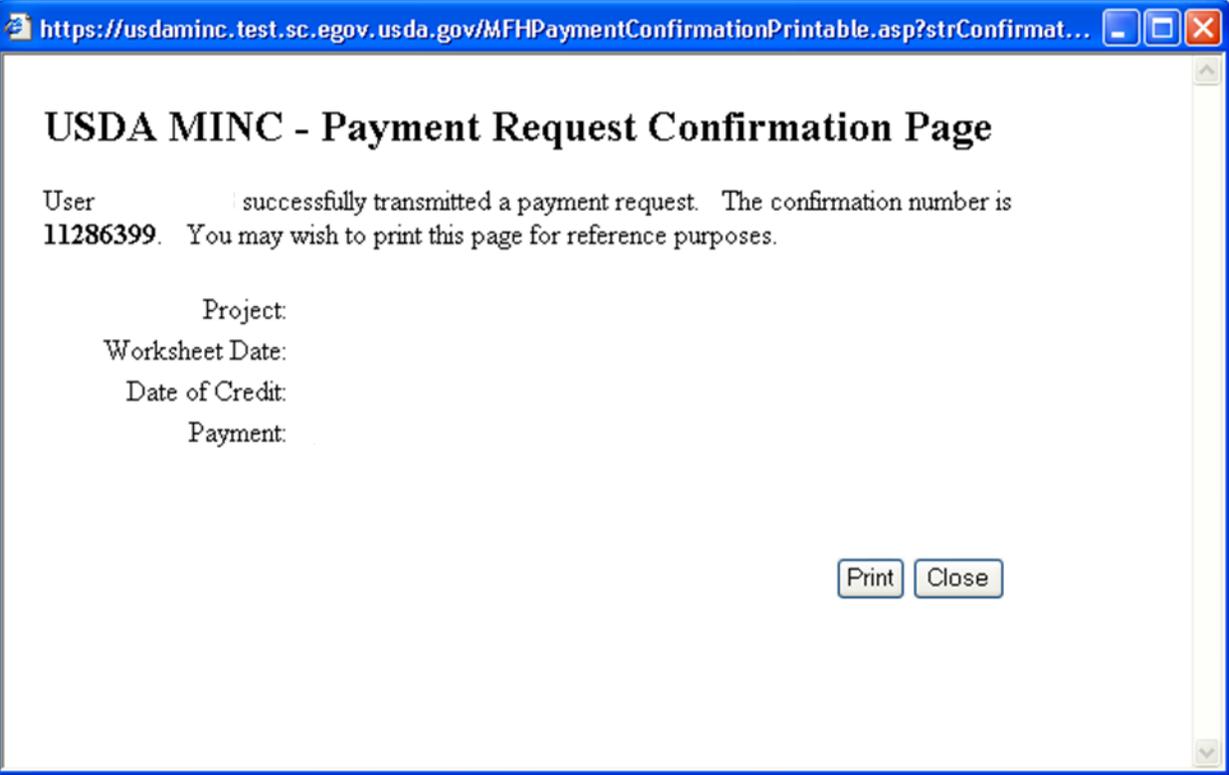
The system displays the following message when you approve your transaction.



After you have submitted and approved the payment, the system displays a Payment Request Confirmation Page.

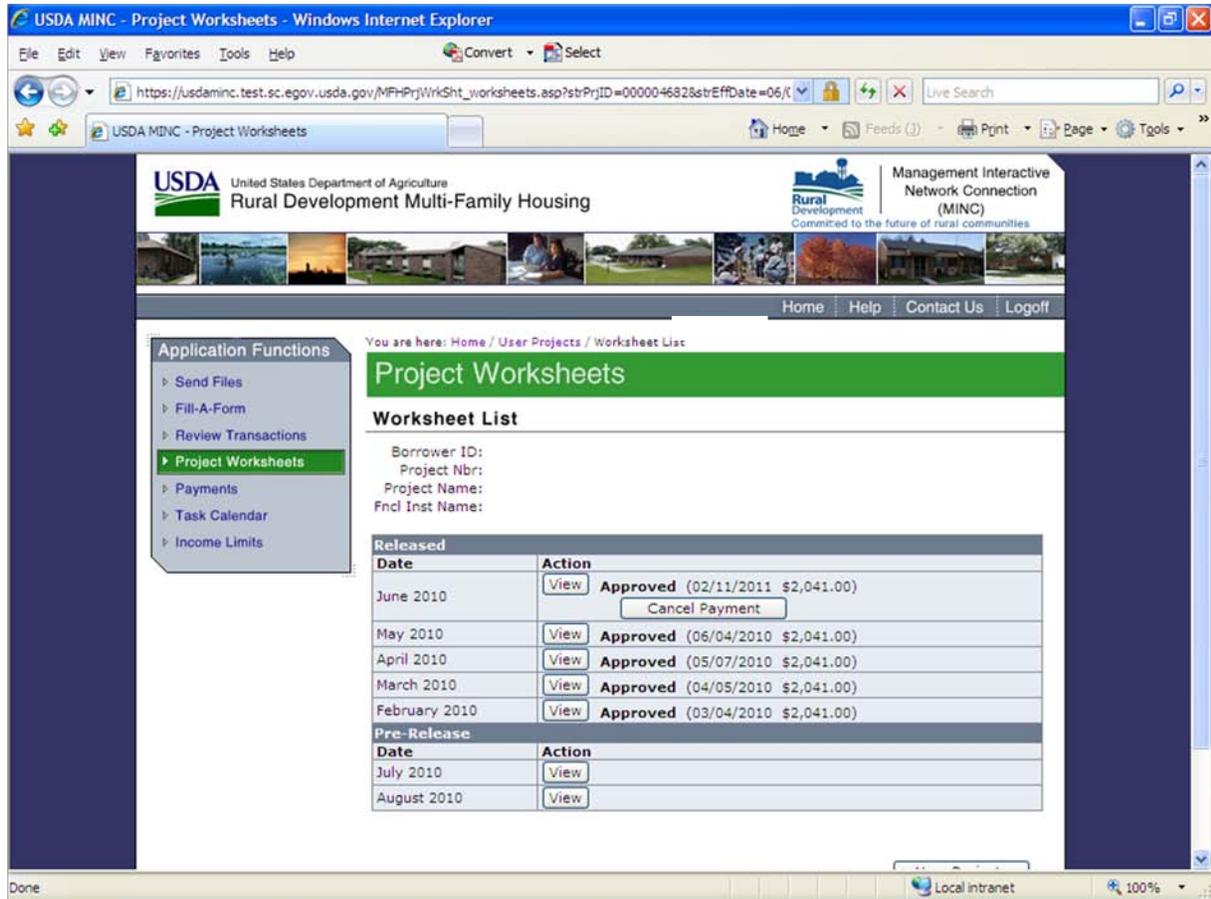


If you click on the Printable Copy link displayed on the Payment Request Confirmation Page, the system then displays a printable copy of the Transfer Confirmation.

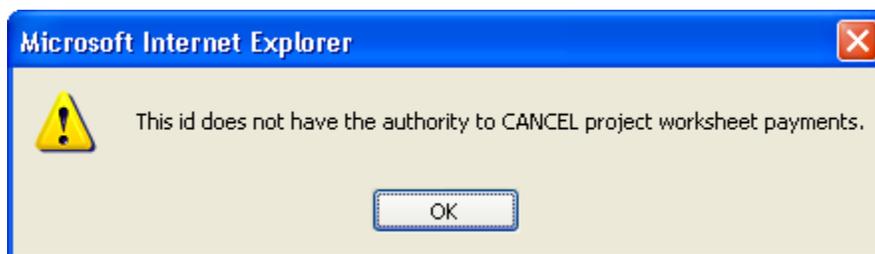


Please print this page. If the payment is not properly credited, it is necessary to submit this page as evidence that the payment was submitted.

When you close the Payment Request Confirmation Page, the system displays the Project Worksheet page. If the payment date is a future date, you may cancel your payment up until two business days before the date you choose to have the payment taken out of your account.



If you attempt to cancel a project worksheet and are not authorized by the Management Agent or Service Bureau, the system displays a warning message.



Once you have canceled the payment, the system displays all options available again, and you can approve payment at a later date.

USDA MINC - Project Worksheets - Windows Internet Explorer

https://usdaminc.test.sc.egov.usda.gov/MFHPrj/WH-SN_worksheets.asp?strPAD=NbstrPrjID=000003844bstrBorrID=392126554bstrPrjNbr=01+3bstrPrjName=AFT

USDA United States Department of Agriculture
Rural Development Multi-Family Housing

Management Interactive Network Connection (MINC)
Committed to the future of rural communities

Home Help Contact Us Logoff

You are here: Home / User Projects / Worksheet List

Project Worksheets

Worksheet List

Borrower ID: :
Project Nbr: :
Project Name: :
FncI Inst Name: :

Released	
Date	Action
August 2010 - Payable September 1, 2010	View Approve OR Form 3560-29
July 2010 - Payable August 1, 2010	View Approve OR Form 3560-29
June 2010 - Payable July 1, 2010	View Approve OR Form 3560-29
May 2010	View Approved (05/26/2010 \$0.00)
April 2010	View Approved (04/28/2010 \$0.00)
Pre-Release	
Date	Action
September 2010	View
October 2010	View

User Projects

Last Modified: 01/12/2011

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