

Quarterly Financial Institution Tracking For/Report Procedure

1. The Quarterly Financial Institution Tracking Form is to be completed by the financial institutions that signed agreements to process loans.
2. The Quarterly Financial Institution Tracking Form should be completed at the end of each quarter (submitted by the 15th day of the following month) and sent to:

Arkansas Natural Resources Commission Arkansas
 Agriculture Water Quality Loan Program
 10421 West Markham, Suite 300
 Little Rock, Arkansas 72205
 or via e-mail to: ANRC.Applications@arkansas.gov

Calendar Quarters	Due Date
Jan – Mar	15-Apr
Apr – Jun	15-Jul
Jul – Sept	15-Oct
Oct – Dec	15-Jan

3. To be completed as follows:

Column 1	Name:	Enter the name(s) of individual(s) or legal entity the loan was awarded to.
Column 2	Loan Number	Enter the loan number for this borrower/project
Column 3	Origination Date:	Enter the date the loan was approved/awarded to the recipient
Column 4	Maturity date	Enter the date the loan will be repaid in full
Column 5	Loan Amount:	Enter the original amount the loan was approved for
Column 6	Principal	Principal paid in this period
Column 7	Interest	Interest paid in this period
Column 8	Principal Balance:	Enter amount of the outstanding principal balance of the loan as of the last day of the quarter.

