DEPARTMENT OF VETERANS AFFAIRS
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TO: All VA Lenders

SUBJ: Reporting Requirements for Paid-In-Full Loans, Closed Loans, and Withdrawn Loan Applications

The purpose of this letter is to remind lenders of the following reporting requirements for paid-in-full loans, closed loans and withdrawn loan applications.

Paid-In-Full Loans

Please review your portfolio to ensure that all VA loans are properly reported. For loans where the guaranty is evidenced by a Loan Guaranty Certificate (LGC), the LGC should be marked **"Paid-In-Full"**, dated, signed by an appropriate official, and sent to VA at the address above.

For loans where the guaranty is evidenced by an endorsement on the Note, written notice should be sent to VA. The notice should include the veteran's full name and VA loan number, and state the loan is paid-in-full, the endorsement has been canceled, and that VA has no further liability. This procedure also applies to paid in full loans guaranteed for repurchase under VA Regulation 4600.

Closed Loans

All VA closed loans should be reported to VA for guaranty within 60 days following the date of loan disbursement.

Withdrawn Loan Applications

All outstanding VA Loan Commitments (VA Form 26-1866a) on applications *that have been withdrawn* should be returned to VA for cancellation.

/s/
Jeane Blevins
Loan Production Officer