

Shortage/Surplus Reconciliation

Reporting Period: _____

Loan No.	Explanation	Amount
Total Shortage/Surplus Balance:		

Servicer: _____

Certified by: _____ Title: _____ Date: _____

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Instructions for Shortage/Surplus Reconciliation (Form SER-12)

Prepared by: Seller/Servicer

Distribution: Remit this report with Forms SER-11, SER-13 and SER-14. This report is due quarterly for the periods ending March 31, June 30, September 30 and December 31. Reports are due by the 20th of the following month (e.g., if remitting reconciliation reports for the June 30 cutoff, reports are due by July 20).

Reporting Period: Effective date of reconciliation (mm/yy).

Loan No.: AHFC loan number, if applicable, of item included in shortage/surplus balance.

Explanation: Description of item in shortage/surplus balance.

Amount: Amount of item in shortage/surplus balance.

Total Shortage/Surplus Balance: Shortage/Surplus Balance as listed on AHFC printout *Recap Update*.

Note: The amounts listed must total to the Total Shortage/Surplus Balance from the *Recap Update* received from AHFC for the same reporting period.

Servicer Name: Servicing institution.

Submit: Form SER-12 by the 20th of the month following the cut-off date.