



## **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 20<sup>th</sup> 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 20<sup>th</sup> of the month following the cut-off date.