

**Implementation Guidance for the Revised Direct Subsidized/Unsubsidized Loan MPN and  
Revised Direct PLUS Loan MPN (Paper Versions)  
Attachment to April 2020 Electronic Announcement**

The Office of Management and Budget (OMB) has approved revised versions of the *Master Promissory Notes* (MPNs) for Direct Subsidized Loans and Direct Unsubsidized Loans (Direct Subsidized/Unsubsidized Loan MPN) and for Direct PLUS Loans (Direct PLUS Loan MPN). The revised versions of both MPNs are approved under the same OMB Control Number, 1845-0007, and the new expiration date for both of the revised MPNs is 7/31/2022.

**Note:** Previously, the Direct Subsidized/Unsubsidized Loan MPN was approved under OMB Control Number 1845-0007, and the Direct PLUS Loan MPN was approved under OMB Control Number 1845-0068. The revised versions of the MPNs now share the same OMB Control Number.

The table below provides detailed implementation guidance for schools that will print the revised MPNs.

Paper MPN Transition Timeline	Direct Subsidized/Unsubsidized Loan MPN	Direct PLUS Loan MPN (for parent borrowers and graduate/professional student borrowers)
<p><b>Note:</b> Schools that provide paper MPNs to borrowers must begin using the new versions as soon as practical, but no later than December 31, 2020.</p>	<ul style="list-style-type: none"> <li>Now through December 31, 2020, we will accept either the previous version of the Direct Subsidized/Unsubsidized Loan MPN (OMB Control Number 1845-0007, expiration date 4/30/2019) or the revised Direct Subsidized/Unsubsidized Loan MPN (OMB Control Number 1845-0007, expiration date 7/31/2022).</li> <li>Beginning December 31, 2020, we will accept only the revised Direct Subsidized/Unsubsidized Loan MPN (OMB Control Number 1845-0007, expiration date 7/31/2022); previous versions will be rejected.</li> </ul>	<ul style="list-style-type: none"> <li>Now through December 31, 2020, we will accept either the previous version of the Direct PLUS Loan MPN (OMB Control Number 1845-0068, expiration date 4/30/2019) or the revised Direct PLUS Loan MPN (OMB Control Number 1845-0007, expiration date 7/31/2022).</li> <li>Beginning December 31, 2020, we will accept only the revised Direct PLUS Loan MPN (OMB Control Number 1845-0007, expiration date 7/31/2022); previous versions will be rejected.</li> </ul>

## **Paper MPN Availability**

Schools that use paper MPNs may:

- Print a blank MPN from the [COD website's Services page](#) or the [Information for Financial Aid Professionals \(IFAP\) website](#).
- Direct the borrower to print a blank MPN from the StudentAid.gov website.
- Produce or program the entire form (see more information below)

The revised MPNs are currently only available with labels.

**Note:** MPNs in Spanish are not available in paper format.

***Plain Language Disclosures (PLDs)*** - If a school provides the Direct Subsidized/Unsubsidized Loan Disclosure Statement or Direct PLUS Loan Disclosure Statement to borrowers, it must begin providing the revised PLDs along with the appropriate Disclosure Statements for borrowers who are receiving second or subsequent loans under a previously signed MPN. The school should begin using the revised PLDs as soon as possible, but no later than December 31, 2020. PDF versions of the revised PLDs (in English) are available for download on the IFAP website.

## **School Creates and Prints Entire Paper MPN (including legal text)**

Schools that wish to create and print the revised paper MPNs using their own software must begin using the new versions as soon as they are able to make the necessary programming changes, but no later than October 31, 2020.

Schools that create their own MPNs must submit copies of the school-produced versions of the revised MPNs to Federal Student Aid for testing to ensure that they can be processed. A school-produced MPN that is submitted for testing should contain only test data, and the shipping package should be clearly marked as being for testing purposes only. Test copies should be mailed no later than October 31, 2020. Test copies should be mailed to:

Department of Education  
ATTN: MPN Testing Only  
P.O. Box 9002  
Niagara Falls, NY 14302

The package should include contact information (name, address, telephone number, and email address) so that the MPN Testing Team can communicate with the school, if needed. For detailed information about paper MPN testing and paper MPN processing, refer to Volume II, Section 1 of the [COD Technical Reference](#).