

RETURNING FEDERAL PERKINS LOAN PROGRAM FUNDS TO THE DEPARTMENT

Schools that need to return Federal Perkins Loan Program Funds to the U.S. Department of Education (Department) should follow the instructions below. The preferred method for returning Perkins funds to the Department is to use the Department's **G5** web site (g5.gov) which allows you to electronically refund the money directly to the Department using the Miscellaneous Refunds option. Utilizing **G5** reduces chances for human error and processing delays.

Electronic Process (**G5**) to Return Perkins Loan Funds to the Department:

1. Log into G5 www.g5.gov
2. Click on Payments
3. Click on Create Refunds
4. Under Refunds Creation, click on the Miscellaneous Refunds tab and select Continue
5. On the Create Miscellaneous Refunds tab, enter the required details below and continue to submit
 - a. Refund Amount
 - b. Bank Account Information to be debited
 - c. Select Appropriate Refund Type
 - i. Perkins Excess Cash – Use this type when returning the Federal Share of the Excess Liquid Capital
 - ii. Perkins Liquidation – Use this type when closing out your Perkins Loan Fund and returning the Federal Share at the end of the school's liquidation process

IMPORTANT: Schools must use the Miscellaneous Refunds option and select the appropriate Refund Type when returning Perkins funds to the Department. This ensures the funds are properly applied under the Program and will be identified for non-liquidating schools as ELC or liquidating schools as Liquidation in our system.

If you have no recourse other than to pay by check, understand there may be processing delays or a chance funds could be misapplied. If you choose to pay by check, you **must** include the following information on the accompanying paperwork:

1. Make the check payable to the "U.S. Department of Education."
2. Include with the remittance the correct school name and or OPEID number, and DUNS numbers.
3. Include the reason for the remittance on any accompanying paperwork included with the check:
 - a. **Perkins Excess Cash** –when returning the Federal Share of the Excess Liquid Capital
 - b. **Perkins Liquidation** –when closing out your Perkins Loan Fund and returning the Federal Share at the end of the school's liquidation process
4. Mail the check and remittance information to the following address:

U.S. Department of Education
P.O. Box 979053
St. Louis, MO 63197-9000
5. Notify Campus-Based Division that a check was sent by sending an e-mail to perkinsliquid@ed.gov.

Contact Information

If you have further questions or need assistance, contact the **G5 Help Desk** via e-mail at edcaps.user@ed.gov or by phone at **1-888-336-8930**.