Direct Loans

William D. Ford Federal Direct Loan Program

Payment to Borrower Account

1. Enter the required information. Failure to provide the required information will prevent your check (or checks) from being processed correctly.

School Name: _____Direct Loan (G/E) Code: _____

Contact's Name/Title: _____Contact's Telephone #: _____

Email Address: _____ Servicer (if applicable): _____

Check Date: _____Check #: _____Amount: _____

2. Provide the <u>Borrower's Name</u>, the <u>Loan ID</u>, and the <u>Loan Amount Returned</u>. If necessary, attach additional sheets with borrower and loan information.

Borrower's Name	Loan ID	Loan Amount Returned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Sign below.

Contact's Signature: _____Date: _____

4. Mail <u>borrower payment</u> check to the following address:

U.S. Department of Education
Attention: Payment Center
P.O. Box 530260
Atlanta, GA 30353-0260