

**Draft Perkins Loan Assignment System Batch File Layout
Attachment to April 2015 Electronic Announcement**

Institutional Form Header

Field (* if required	Field Name	Data Type	Length	Description
1(*)	Name of Institution	ALPHA	60	Name of the Institution
2 (*)	OPEID	NUM	8	OPEID of the Institution named in Field 1
3(*)	Street Address 1	ALPHA-NUM	35	Street address Line 1 of the institution named in Field 1
4	Street Address 2	ALPHA-NUM	35	Street address line 2 of the institution named in Field 1
5(*)	City	ALPHA	25	City of the Institution named in Field 1
6(*)	State	ALPHA	2	Two letter abbreviations for the state the institution in Field 1 is located
7(*)	ZIP code	NUM	14	Mailing ZIP code of the Institution named in Field 1
8(*)	Name of Authorized Institutional Official	ALPHA-NUM	50	Full name of Authorized institutional official for institution in Field 1
9(*)	Phone Number	NUM	20	Telephone number for person in Field 8
10(*)	Title of Authorized Institutional Official	ALPHA	30	Title of Authorized Official named in Field 8
11(*)	Alternate Contact Person	ALPHA-NUM	50	Alternate Contact person at the institution if the Authorized Official in Field 8 is not available
12(*)	Certification Date	NUM	8	This is the date the loan transfers from the school to the government. This date will be sent in the following format: "YYYYMMDD"
13(*)	# of Individual Form Received	NUM		This is the number of individual loans on the manifest associated with the institutional form represented by this header. ECSI will validate the number for individual forms match the number given in this field. If the

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				numbers do not match, the file will be rejected.
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Assignment Form File Layout

Field (* if required	Field Name	Data Type	Length	Description
1(*)	Borrower Last Name	ALPHA	20	The Borrowers last name for whom the assignment is being submitted
2(*)	Borrower First Name	ALPHA	12	The Borrowers first name for whom the assignment is being submitted
3	Borrower Middle Initial	ALPHA	1	The Borrowers middle initial for whom the assignment is being submitted
4(*)	Borrower SSN	NUM	9	The Borrowers Social Security Number for whom the assignment is being submitted
5	Borrower Previous Name	ALPHA	50	The Borrowers previous name. This field is NOT required.
6(*)	Borrower date of birth	NUM	8	Date of birth of the borrower in the following format: YYYYMMDD (Year, Month, Day)
7(*)	Borrower date of departure	NUM	8	Date the borrower left school. Date will use the following format: YYYYMMDD (Year, Month, Day)
8(*)	Borrower current or last known address status	ALPHA	1	The status of the borrowers address. This field will need to be one of the following Statuses: A = Domestic F = Foreign M = Military
9(*)	Borrower Address Line 1	ALPHA-NUM	40	Address of the borrower named in Field 1
10	Borrower Address Line 2	ALPHA-NUM	40	Second Address line of the borrower named in Field 1 (field not required)
11(*)	Borrower Telephone number	NUM	25	The telephone number for the borrower listed in Field 1
12(*)	Borrower	ALPHA	25	City of the borrower named in Field 1

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	Address City			
13(*)	Borrower Address State	ALPHA	2	2 letter abbreviation of the State of the borrower named in Field 1
14(*)	Borrower Zip Code	NUM	11	The zip code of the borrower named in Field 1
15	Borrower country code	ALPHA	30	Current Country name of the borrower indicated in Field 1
16	Co-signer Last name	ALPHA	20	Last name of the co-signer of the loan Field is required if a cosigner is present on the loan.
17	Co-signer First Name	ALPHA	12	First Name of the co-signer of the loan Field is required if a cosigner is present on the loan.
18	Co-signer Middle Initial	ALPHA	1	Middle initial of the co-signer of the loan Field is required if a cosigner is present on the loan.
19	Co-signer Social Security Number	NUM	9	Social Security Number of the co-signer of the loan Field is required if a cosigner is present on the loan.
20	Co-signer address status	ALPHA	1	The status of the borrowers address. This field will need to be one of the following Statuses: A = Domestic F = Foreign M = Military Field is required if a cosigner is present on the loan.
21	Co-signer Address Line 1	ALPHA-NUM	40	Address of the co-signer named for the loan Field is required if a cosigner is present on the loan.
22	Co-signer Address Line 2	ALPHA-NUM	40	Second Address line of the co-signer named for the loan Field is required if a cosigner is present on the loan.
23	Co-signer phone number	NUM	25	Phone number for the co-signer of the loan Field is required if a cosigner is present on the loan.
24	Co-signer	ALPHA	25	City of the cosigner named for the loan Field is required if a cosigner is present on

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	Address City			the loan.
25	Co-signer Address State	ALPHA	2	2 letter abbreviation of State of the Cosigner of the loan Field is required if a cosigner is present on the loan.
26	Co-signer Zip Code	NUM	11	The zip code of the cosigner of the loan Field is required if a cosigner is present on the loan.
27	Co-signer country code	ALPHA	30	Country name of co-signer of the loan Field is required if a cosigner is present on the loan.
28(*)	Date of First Disbursement	NUM	8	The date the borrower received the first disbursement on their loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
29(*)	Type of Loan	ALPHA	1	The type of loan to be assigned. Valid types are: P = Perkins I = Direct E = Defense
30(*)	Applicable interest rate on loan	NUM	6	Percentage rate of the loan. This value is entered as a percentage (xx.xxx)
31(*)	Date of Last Disbursement	NUM	8	The date the last loan disbursement was received. Date will use the following format: YYYYMMDD (Year, Month, Day)
32	Date of Last Grace Period Ended or Will End	NUM	8	The Date the Grace period on a loan ended or will end. Date will use the following format: YYMMDD (Year, Month, Day) This field is not required.
33	Date of Default	NUM	8	The Date the loan defaulted. Date will use the following format: YYYYMMDD (Year, Month, Day) This field is not required
34(*)	Loan accelerated status	NUM	1	Answered if loan was accelerated. 1 = Loan not accelerated 2 = Loan accelerated
35	Date Loan was	NUM	8	The Date the loan was accelerated. Date will

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	Accelerated			use the following format: YYYYMMDD (Year, Month, Day) This date is required if the loan was accelerated.
36(*)	Loan Litigation Status	NUM	1	Answered if loan was in Litigated 1 = Loan not Litigated 2 = Loan Litigated
37	Date Loan was Litigated	NUM	8	The date the loan was litigated. Date will use the following format: YYYYMMDD (Year, Month, Day) This date is required if the loan was litigated
38	Borrower Repayment Status	NUM	1	The following values are valid: 0 = not answered (loan in default) 1 = In school 2 = Grace 3 = Repayment 7 = Deferred
39(*)	Reason the loan is being assigned	NUM	1	The following Values are valid: 1 = Hardship 2 = Incarceration 3 = Unemployment 4 = Liquidation 5 = Refusal to Pay 6 = No Address 7 = Total and Permanent Disability 8 = Other
40(*)	Assignment reason memo	ALPHA-NUM	100	Required open field to give reason for Status 8 in Field 37.
41(*)	Disbursement Amount	NUM	11	Dollar Value to Disbursement in the following format 99999999.99
42	Principal Amount Adjustment	NUM	11	Dollar Value for Principal Amount adjusted in the following format 99999999.99
43	Principal Amount Paid	NUM	11	Dollar Value for Principal Amount Repaid in the following format 99999999.99
44	Principal Amount Cancelled	NUM	11	Dollar Value for Principal Amount Cancelled in the following format 99999999.99
45	Principal Amount Outstanding	NUM	11	Dollar Value for Principal Amount Outstanding in the following format 99999999.99

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46	Collection Cost Repaid	NUM	11	Dollar Value for Collection Cost Repaid in the following format 99999999.99
47	Interest Repaid	NUM	11	Dollar Value for Interest Repaid in the following format 99999999.99
48	Interest Cancelled	NUM	11	Dollar Value for Interest Cancelled in the following format 99999999.99
49	Interest Due	NUM	11	Dollar Value for Interest Due in the following format 99999999.99
50	Collection Cost/Penalty and Late Charges	NUM	11	Dollar Value for Collection Costs/ Penalty and Late Charges in the following format 99999999.99
51(*)	Total Amount Outstanding	NUM	11	Dollar Value for Total Amount Outstanding in the following format 99999999.99
52	Type of Cancellation	ALPHA	3	<p>The following values are valid when defining the type of cancellation:</p> <p>BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15%</p>

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				BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
53	Cancellation Percentage Rate	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
54	Principal Cancelled	NUM	8	Dollar Value of Principal Cancelled. This amount should match Field 42
55	Interest Cancelled	NUM	8	Dollar Value of Interest Cancelled. This amount should match Field 46
56	Cancellation Service Start Date	NUM	8	The date the cancellation began for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
57	Cancellation Service End Date	NUM	8	The date the cancellation ended for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)

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Assignment Batch Trailer

Field (* if required	Field Name	Data Type	Length	Description
1(*)	Total Disbursement Amount	NUM	11	Total dollar amount of disbursement amount for all assigned loans within the batch in the following format 99999999.99
2(*)	Total Principal Amount Adjusted	NUM	11	Total dollar account of Total Principal Amount Adjusted for all assigned loans within the batch in the following format 99999999.99
3(*)	Total Principal Amount Paid	NUM	11	Total dollar amount of Total Principal Amount Paid for all assigned loans within the batch in the following format 99999999.99
4(*)	Total Principal Amount Cancelled	NUM	11	Total dollar amount of Total Principal Amount Cancelled for all assigned loans within the batch in the following format 99999999.99
5(*)	Total Principal Amount Outstanding	NUM	11	Total dollar amount of Total Principal Amount Outstanding for all assigned loans within the batch in the following format 99999999.99
6(*)	Total Collection Costs Repaid	NUM	11	Total dollar amount of Total Collection Costs Repaid for all assigned loans within the batch in the following format 99999999.99
7(*)	Total Interest Repaid	NUM	11	Total dollar amount of Total Interest Repaid for all assigned loans within the batch in the following format 99999999.99
8(*)	Total Interest Cancelled	NUM	11	Total dollar amount of Total Interest Cancelled for all assigned loans within the batch in the following format 99999999.99

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9(*)	Total Interest Due	NUM	11	Total dollar amount of Total Interest Due for all assigned loans within the batch in the following format 99999999.99
10(*)	Total Collection Cost, Penalties and Late Charges	NUM	11	Total dollar amount of Collection Cost, Penalties and Late Charges for all assigned loans within the batch in the following format 99999999.99
11(*)	Total of Total Outstanding Amount	NUM	11	Total dollar amount of Total Outstanding Amount for all assigned loans within the batch in the following format 99999999.99

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