STUDENT LOAN REPAYMENT PROGRAM

(LOAN INFORMATION AND VERIFICATION)

When to use this form: Use this form to assist the GSA Office of the Chief Financial Officer to verify student loan balance and process an electronic funds payment to the loan servicing institution.

SECTION A
GSA Employee Information - Prepared by the Employee

1. GSA Employee Name (Last, First, Middle Initial)	2. GSA Employee ID Number
3. GSA Email Address	4. Telephone Number ☐ Home ☐ Cell

SECTION B
Lender and Loan Information - Prepared by the Employee

5. Loan Servicing Institution Name	6. Tax Identification Number (TIN)
7. Loan Servicing Institution Mailing Address	8. Loan Servicing Institution Telephone Number

9. Type of Loan
(note: Loan must be Federally-insured)

Federal Family Education Loans (FFEL)
- Subsidized Federal Stafford Loans
- Unsubsidized Federal Stafford Loans
- Federal PLUS Loans
- Federal Consolidation Loans

William D. Ford Direct Loan Program (Direct Loans)
- Direct Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loans
- Direct PLUS Loans
- Direct Subsidized Consolidation Loans
- Direct Unsubsidized Consolidation Loans

Federal Perkins Loan Program
- National Defense Student Loans (made before July 1, 1972)
- National Direct Student Loans (made between July 1, 1972, and July 1, 1987)
- Perkins Loans (made after July 1, 1987)

Loans made or insured under the Public Health Service Act include the following:
- Loans for Disadvantaged Students (LDS)
- Primary Care Loans (PCL)
- Nursing Student Loans (NSL)
- Health Professions Student Loans (HPSL)
- Health Education Assistance Loans (HEAL)

10. Loan Balance Verification Date (MM/DD/YYYY) _____

Current Balances (as of above date) of Loans to Receive Payment:

Loan 1: $ _____ Loan Number or Account Number: _____

Loan 2: $ _____ Loan Number or Account Number: _____

Loan 3: $ _____ Loan Number or Account Number: _____

INSTRUCTIONS

Question 1: Provide your name as it is stored in agency records.
Question 2: Insert your GSA Employee ID numbers, which is found in HR Links on your timecards.
Question 3: Provide your GSA email address.
Question 4: Provide your best / most often used telephone number.
Question 5: Provide the name of the student loan servicing institution. This is usually a bank or financial institution approved by the Department of Education.
Question 6: Provide the Employer ID number of the loan servicing institution. This is usually available on the Internet or by calling their Customer Service telephone number. This number is used for financial tracking.
Question 7: Provide the loan servicing institution's mailing address. This will not be used to mail a check but is instead necessary if there is any follow-up written correspondence.
Question 8: Provide the loan servicing institution's telephone number, i.e., the student loan customer service telephone number.
Question 9: Verify with the loan servicing institution's customer service department the exact type of loan. This is to ensure that it is Federally-insured and therefore a qualifying loan type. Remember, private loans are not eligible for repayment.
Question 10: Loan balance and date of inquiry. Provide the loan balances (all that apply for the agency's payment) and the date that the balance was verified online with the lender.

Note: Staple to this form a copy of the printout from the Internet showing this information.

IRS 1099A INSTRUCTIONS

1. Enter personal information in Section 1, A.
2. Enter the name of the person or entity to whom your loan payments are made in Section 1, B.
3. Enter your social security number in Section 1, C and sign.
4. Section 1, D is not applicable.
5. Enter the Employee Loan Account number in Section 1, E
6. Check "Other" and enter Student Loan Repayment in Section 1, F.
7. Section 1, G is not applicable.
8. Under Section 2, "Government Agency Name" enter GSA Fax: (816) 823-5435.
9. Under Section 2, "Government Agency Address" enter 2300 Main Street - 2NW, Kansas City, Missouri 64108.
10. In Section 3 enter name, address, and routing number of financial institution; and
11. Obtain name, telephone number, and signature of institution representative.

PRIVACY ACT STATEMENT

Information collected via this form is pursuant to federal law, in particular: the United States Code at 5 U.S.C. § 3301 [rules for admission to the Federal service] and 5 U.S.C.§ 3302 [rules for the competitive service]. The information collected also facilitates the correct benefits determination decisions for the payment of student loan repayment benefits under 5 U.S.C. § 5379. Disclosure of information related to the candidate and position is mandatory for benefits processing under this authority. The information collected via this form will only be used by the GSA Office of Chief Financial Officer under the provisions of 5 U.S.C. § 552a(b)(3) [routine use]. Such information is not releasable to the public due to 5 U.S.C. § 552(b)(6) and will be stored within the Office of Personnel Management's Electronic Personnel Folder (eOPF) application, under System of Record Notice (SORN) "OPM/GOVT-1" in the Federal Register at 77 FR 73694 (December 11, 2012). An employee's failure to provide the information requested on this form may lead to the erroneous payment of compensation and benefits, or the non-payment of eligible compensation and benefits.