

# FFELP TEACHER LOAN FORGIVENESS REQUEST

**SECTION A: LENDER/SERVICER & GUARANTOR INFORMATION (to be completed by lender/servicer)**

1. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 2. Lender/Servicer Name: \_\_\_\_\_  
 3. Lender ID: \_\_\_\_\_ 4. Servicer ID: \_\_\_\_\_  
 5. Guarantor Name: \_\_\_\_\_

**SECTION B: BORROWER INFORMATION (to be completed by lender/servicer)**

6. SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ 7. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 8. Name: \_\_\_\_\_

**SECTION C: LOAN INFORMATION (to be completed by lender/servicer)**

9. Date Completed Application Received from Borrower: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 10. Loans for which Forgiveness is Requested: (List only those loans eligible for Teacher Loan Forgiveness.)

Loan Type	Loan ID	First Disbursement Date	Current Principal Balance	Current Interest Rate	Interest Paid Through Date

11. Prepared By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**SECTION D: GUARANTOR DETERMINATION (to be completed by guarantor)**

12. Date of Determination: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 13.  Request Denied Reason: \_\_\_\_\_  
 14.  Request Approved  
 14a. Total Eligible Forgiveness Amount: \$ \_\_\_\_\_  
 14b. Amount Paid by Guarantor: \$ \_\_\_\_\_  
 Comment: \_\_\_\_\_

15. Prepared By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_

# INSTRUCTIONS FOR COMPLETING THE FFELP TEACHER LOAN FORGIVENESS REQUEST

The holder of the loan(s) must provide the guarantor with the data requested in Sections A through C of this form in order for the guarantor to determine if the borrower meets the eligibility requirements and calculate the amount of the loan forgiveness payment due. If the guarantor receives a request directly from a borrower for a Teacher Loan Forgiveness Application and the guarantor is not the holder of the loan(s), the guarantor must refer the borrower to the current lender/servicer of the loan(s).

When the lender/servicer receives a completed Teacher Loan Forgiveness Application from the borrower, the lender/servicer completes Sections A, B and C of this form and sends the form with the Teacher Loan Forgiveness Application to the guarantor. Type or print using dark ink, and for all dates, give month, day, century and year, showing the dates as MM-DD-CCYY (for example, 'January 1, 2001' = '01-01-2001').

The guarantor will determine if the borrower meets the eligibility requirements for loan forgiveness and notify the lender/servicer of its determination by completing Section D of this form and returning the form to the lender/servicer with the forgiveness payment or the reason for denying the request.

## SECTION A: LENDER/SERVICER & GUARANTOR INFORMATION *(to be completed by lender/servicer)*

1. **Date:** The date the form is completed.
2. **Lender/Servicer Name:** If the account is being serviced, provide the servicer's name; if there is no servicer, provide the lender's name.
3. **Lender ID:** Provide the six-digit Department of Education lender code.
4. **Servicer ID:** If the account is being serviced, provide the six-digit Department of Education servicer code.
5. **Guarantor Name:** The name of the guarantor of the loan(s).

## SECTION B: BORROWER INFORMATION *(to be completed by lender/servicer)*

6. **SSN:** The borrower's social security number.
7. **Date of Birth:** The borrower's date of birth.
8. **Name:** The borrower's name.

## SECTION C: LOAN INFORMATION *(to be completed by lender/servicer)*

9. **Date Completed Application Received from Borrower:** The date the Loan Forgiveness Application was received from the borrower.
10. **Loan(s) for which Forgiveness is Requested:**  
(Note: Provide the requested information for each loan listed. If space is needed to list additional loans, attach a schedule.)  
Loan Type – The loan type using one of the following codes: SF = Subsidized Stafford, SU = Unsubsidized Stafford, CL = Consolidation.  
Loan ID – The loan identifier code, file number, guarantee date, or guarantee amount, as required by the guarantor of the loan(s).  
First Disbursement Date – The date of the first disbursement.  
Current Principal Balance – The current principal balance. For Consolidation loans, include only the outstanding portion of the Consolidation loan that was used to repay an eligible subsidized or unsubsidized Federal Stafford loan.  
Current Interest Rate – The current interest rate.  
Interest Paid Through Date – The date through which interest was last paid.
11. **Prepared By, Date and Telephone #:** The name of the person or unit responsible for answering questions about the information provided on this form, the date completed, and the telephone number for this person or unit.

## SECTION D: GUARANTOR DETERMINATION *(to be completed by guarantor)*

12. **Date of Determination:** The date the guarantor determines if the borrower is eligible for Teacher Loan Forgiveness.
13. **Request Denied and Reason:** If the request is denied, the reviewer should check this box and give the reason for denying the request. Attach any additional information needed.
14. **Request Approved:** If the request is approved, the reviewer should check this box and complete items 14a. and 14b.
- 14a. **Total Eligible Forgiveness Amount:** The total amount of forgiveness for which the borrower is eligible. This amount cannot be greater than \$17,500.
- 14b. **Amount Paid by Guarantor:** The amount of the enclosed payment from the guarantor. If less than the amount in item 14a, the guarantor should explain the difference in the comment section provided. *(Example: Payment reduced by interest penalty for late filing.)*
15. **Prepared By, Date and Telephone #:** Provide the name of the person or unit responsible for answering questions about the information provided on this form, the date completed, and the telephone number for this person or unit.