

EDUCATIONAL CREDIT MANAGEMENT CORPORATION

BORROWER AND LOAN INFORMATION UPDATE

<p>PURPOSE: To notify ECMC of updated borrower information or changes to the status of loans. Use this form to report the following changes: new graduation dates, conversions to repayment, deferments, loans paid in full by the borrower or loan consolidation, school changes, borrower name and address changes.</p> <p>DATE: _____ PAGE: _____ OF _____</p> <p>AGENCY I.D. NUMBER: _____ BRANCH: _____</p> <p>AGENCY NAME/ADDRESS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>STATUS CODES</p> <p>a) INSH (In School) →</p> <p>b) PYOT (Repayment) →</p> <p>c) DEFER (Deferment) →</p> <p>d) PAID (Paid in Full) →</p> <p>e) Name/Address Change →</p>	<p>REQUIRED ENTRIES</p> <p>a) New Graduation Date (Date 1) and/or New School Code and School Name (NEW INFORMATION)</p> <p>b) First Payment Due Date (DATE 1)</p> <p>c) Deferment Begin Date (DATE 1) Deferment End Date (DATE 2) Original First Payment Due Date (DATE 3) Indicate the DEFERMENT TYPE* applied in the NEW INFORMATION Column. If School Deferment, include School Code and School Name in NEW INFORMATION Column.</p> <p>d) Final Payment Date (Date 1) Indicate if Paid by Borrower or Paid by Consolidation in NEW INFORMATION Column</p> <p>e) New Borrower Name and/or Address (NEW INFORMATION)</p>	<p>DEFERMENT TYPES*</p> <p>AC = ACTION Programs AP = Armed Forces or PHS EH = Economic Hardship FT = Full-time Student GF = Graduate Fellowship Program HT = Half-time Student IR = Internship/Residency NO = NOAA PC = Peace Corps PL = Parental Leave PP = Parental PLUS Borrower RT = Rehabilitation Training TD = Temporary Disability TE = Tax-exempt Organizations TS = Teacher Shortage UE = Unemployment < 3 years UN = Unemployment < 2 years WM = Working Mother</p>
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BORROWER NAME (LAST, FIRST, MI)	SOCIAL SECURITY NUMBER	LOAN TYPE	FIRST DISBURSE- MENT DATE	NEW STATUS CODE	REQUIRED DATES			NEW INFORMATION (SCHOOL CODE/SCHOOL NAME/DEFERMENT TYPE/PAID INDICATOR)
					DATE 1	DATE 2	DATE 3	

Return completed request to:

For overnight deliveries:
EDUCATIONAL CREDIT MANAGEMENT CORPORATION
ATTENTION: CUSTOMER SERVICE
111 SOUTH WASHINGTON AVENUE, SUITE 1400
MINNEAPOLIS, MN 55401

For regular deliveries:
EDUCATIONAL CREDIT MANAGEMENT CORPORATION
ATTENTION: CUSTOMER SERVICE
P.O. BOX 16408
SAINT PAUL, MN 55116-0408

ECMC records cannot be changed without the reporting agency's signature

Agency Signature	Date
Name and Title (Please Print)	Telephone Number

BORROWER AND LOAN INFORMATION UPDATE INSTRUCTIONS

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INSTRUCTIONS:

I. PROVIDE AGENCY INFORMATION

Write the date, page number, lender, school, or servicer I.D. number, branch number (if any), your agency name and address in the space provided (upper left corner of form).

II. PROVIDE LOAN INFORMATION

Write the borrower name, social security number, loan type and the first disbursement date of each loan in the space provided.

III. PROVIDE NEW STATUS CODE AND REQUIRED ENTRIES *Note: Only lenders and servicers are authorized to submit these status codes.*

INSH (In School) Write **INSH** in the NEW STATUS CODE column and the new graduation date in the DATE 1 column. If the borrower has **changed** schools, also provide the new school code and school name in the NEW INFORMATION column.

PYOT (Repayment) Write **PYOT** in the NEW STATUS CODE column and the first payment due date (following the end of the grace period) in the DATE 1 column.

DEFR (Deferment) Write **DEFR** in the NEW STATUS CODE column, the deferment begin date in the DATE 1 column, the deferment end date in the DATE 2 column, and the original first payment due date in the DATE 3 column. Indicate the type of DEFERMENT that has been granted in the NEW INFORMATION column. If a school deferment has been granted, also provide the school code and school name in the NEW INFORMATION column.

PAID (Paid in Full) Write **PAID** in the NEW STATUS CODE column and write the date the loan was paid in full in the DATE 1 column. Indicate if the loan was paid in full by the borrower or through loan consolidation in the NEW INFORMATION column.

DO NOT report loans as **PAID** if: (1) ECMC has paid a claim, (2) the loan was canceled, or (3) the loan was sold to another lender or secondary market.

IV. NAME AND/OR ADDRESS CHANGE *Note: All agencies (lenders, servicers and schools) are authorized to submit these updates.*

When reporting a change in the borrower name and/or address, complete the borrower name, social security number, and new information sections. All other sections can be left blank.

V. SIGN AND DATE THE REQUEST

Sign your name, print your name and title, provide the current date and your telephone number (including area code) in the space provided (bottom right corner of the form).