

LOAN TRANSFER REQUEST

PURPOSE: To notify ECMC when a loan has been transferred to a new lender and/or servicer.

BUYER INSTRUCTIONS:

I. PROVIDE LENDER INFORMATION

Write your lender name, lender I.D. number, branch number (if any), and mailing address and telephone number. Print your name and title, sign your name and write the current date in the space provided. **Your signature certifies that the information on this form(s) is true and correct.**

If an agency other than the buyer is servicing the newly purchased loans, write the agency name and the Department of Education assigned six digit servicer I.D. number.

Write the page number in the space provided (upper right corner of form). If multiple pages are completed, entries for the lender information sections are only required on the first page.

II. PROVIDE SALE INFORMATION

Write the effective date of sale and the number of loans purchased in this sale in the space provided (top center of form). **Note: Separate forms must be completed for each sale date.**

III. PROVIDE LOAN INFORMATION

Write the borrower name, social security number, loan type (CL = Federal Consolidation Loan, PL = Federal PLUS Loan, SF = Federal Stafford Loan, SL = Federal SLS, SU = Unsubsidized Stafford Loans) and the first disbursement date of each loan in the spaces provided. By using both columns you may enter up to 28 loans from a single sale.

SELLER INSTRUCTIONS:

PROVIDE LENDER INFORMATION

Write your lender name, I.D. number and branch number (if any).

If any agency other than the seller was servicing the newly purchased loans, write the agency name and if known, the Department of Education assigned six digit servicer I.D. number.

If multiple pages are completed, entries for the lender information sections are only required on the first page.