

ECMC Bankruptcy Transfer Manual

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ECMC Bankruptcy Transfer Manual

Section 1

Bankruptcy transfer overview

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What ECMC will do for you

Educational Credit Management Corporation (ECMC) has been providing the service to guarantors on a national level since 1994. The process was put in place to relieve guarantors from having to carry loans in their portfolios that either result in discharge of the borrower's responsibility to repay the outstanding loan, or wind up in default collections after spending, in some cases, years protected by the automatic stay.

For the following reasons, ECMC believes that it can offer a beneficial alternative to retaining bankruptcies in your portfolio.

- Guarantors retain no funds from Chapter 13 bankruptcy collections. All funds collected are remitted to the United States Department of Education (ED). Therefore, guarantors do not have the opportunity to recover expenses incurred while handling bankruptcies. All expenses must be paid from the operating fund.
- Legislation was passed in Congress, which makes it more difficult for individuals to erase debts under Chapter 7 of the U.S. Bankruptcy Code. As a result, more debtors are forced to file under Chapter 13. More than 1.2 million people filed for bankruptcy in 2000, an increase of nearly 70 percent from 1990. A downturn in the economy is expected to impact some individuals' ability to repay their debts and force an increasing number of those individuals to file for bankruptcy. Once the proposed legislation is enacted, bankruptcy filings should shift from Chapter 7 to Chapter 13.
- Costs to guarantors will be significant as the number of Chapter 13 bankruptcies increases and guarantors will be required to service those Chapter 13 bankruptcies during the bankruptcy repayment period, which could last up to five years.
- ECMC has developed a state-of-the-art bankruptcy servicing system designed expressly to utilize the latest technology for the servicing of such loans. This specialized system consists of a tracking system, including tables of bankruptcy information (e.g. courts, Trustees, attorney/case information, specialized payment processing codes) designed to protect accounts during all phases of the bankruptcy process. Another feature is the ability to electronically generate the "Proof of Claim" with the loan and balance data, eliminating manual calculation errors. In addition, this system can accommodate large volumes of bankruptcy filings.
- ECMC has established a knowledgeable staff trained in the management of the complex series of events in the life of a bankruptcy account. The staff, complimented by ECMC's state-of-the-art bankruptcy servicing system, ensures there are no violations of the automatic stay period and that with any borrower contact, there is no misinterpretation of the guarantor actions to be a collection effort.
- ECMC uses a network of attorneys nationwide to challenge adversaries. An established national network provides access to experienced local attorneys that understand creditor rights as well as student loan bankruptcy regulations.
- ECMC is willing to provide on-site technical support at no cost to the guarantor in order to ensure the transfer of bankruptcy accounts is as efficient as possible to both the guarantor and ECMC.
- If required, ECMC is willing to assist with system modifications or other measures necessary to make sure the process does not interfere with higher priority guarantor operations. We will attempt to work with you regarding your special needs and requests.
- This manual includes details the mechanics of the transfer process. It is also available on ECMC's website at www.ecmc.org located in the "Guarantor" section.

This manual has been developed as a resource to assist guarantors in the preparation and transfer of loans where the borrower has filed bankruptcy, to ECMC.

If you have any questions regarding this manual or the processes included, you may contact the Merge Transfer Department at transfers.process@ecmc.org

Process overview

Loans are identified for transfer and information is passed to ECMC using one of the options listed below. After the loans have passed a series of edits, they are merged to ECMC's bankruptcy system. You will receive an acknowledgment for each loan transferred as accepted or rejected.

Below is a quick overview of the process involved with transferring loans.

Eligible loans

- Loans where a claim was paid to the lender due to bankruptcy
- Loans where a claim was paid to the lender as a default and the borrower subsequently files for bankruptcy

Methods of transfer

- Fully automated
- Partially automated
- Manual

Documentation requirements

- Promissory note the claim was paid with
- Litigation documents
- Proof of Claim (POC), either manual or electronic
- Bankruptcy Transfer Worksheet
- Claim package from submitting lender
- Prior bankruptcy information

Transfer acknowledgment

- All loans are acknowledged as accepted or rejected in either a manual or automated process

Adversaries and judgments

- Loans where an adversary proceeding has been initiated as long as counsel has not been assigned are acceptable

Payments and correspondence after transfer

- Forward payments to ECMC for application
- Forward correspondence to ECMC for response

Post transfer reporting

- Stop reporting to NSLDS, ECMC will begin reporting
- Report loans as transferred on Form 2000

Post transfer processing

- Notify ECMC of any Treasury Offset Program (TOP) activity
- Notify ECMC of any supplemental claim payment activity

Participants

- ED United States Department of Education
- CA EDFUND
- FL Florida Office of Student Financial Assistance
- GA Georgia Higher Education Assistance Corporation
- IL Illinois Student Assistance Commission
- IA Iowa Student Loan Liquidity Corporation
- KY Kentucky Higher Education Assistance Authority
- LA Louisiana Office of Student Financial Assistance
- MA American Student Assistance of Massachusetts
- MO Missouri Department of Higher Education
- MT Montana Guaranteed Student Loan Program
- NE National Student Loan Program
- NY New York State Higher Education Services Corporation
- OR Oregon State Scholarship Commission
- PA Pennsylvania Higher Education Assistance Agency
- RI Rhode Island Higher Education Assistance Authority
- SC South Carolina Student Loan Corporation
- SD South Dakota Education Assistance Corporation
- TN Tennessee Student Assistance Corporation
- UF United Student Aid Fund
- VT Vermont Student Assistance Corporation
- WA Northwest Education Loan Program
- WI Great Lakes Higher Education Assistance Corporation

Guarantor fiscal analysis

Below is a spreadsheet model that provides guaranty agencies an opportunity to do a quick and dirty analysis on the costs of servicing student loans in Chapter 13 bankruptcy under the traditional scenario. The wide variety in the structure of guaranty agencies and the different means employed for guarantor servicing of bankruptcies means that the model may not reflect all the costs experienced by some guarantors. If you believe this is true for your agency, ECMC would be happy to provide an analysis based on the particular situation at your agency.

The attached model shows the cost of servicing bankruptcies for guarantors is a significant drain on reserves. The variables included in the model can be changed to match the information from your agency. Below is a brief description of each of the elements in the model. These elements are common to all guarantors. We have included average values if data from your agency is not readily available. Those elements that are calculated from the variables are also described along with a description of how the elements are calculated.

- Years in bankruptcy plan
 - This is the amount of time a loan is covered under a Chapter 13 bankruptcy proceeding. The maximum time a loan is in a plan is generally five years although the majority of loans are dismissed prior to completing the plan. Dismissed loans are usually in the plan for over a year. Loans that successfully complete the bankruptcy plan average just over four years
- Years in collection after bankruptcy plan
 - The amount of time it takes for a loan to be collected varies if it is collected at all. For purposes of this exercise five years has been chosen. This item is closely related to percentage collected within 5 years below
- Average balance placed for collection
 - This is the dollar amount of a loan that comes out of bankruptcy and is placed for default collection
- Spread retained
 - This is the difference between the cost of collection as a dollar percentage and the amount the guarantor retains per dollar collected
- Net Present Value (NPV)
 - This the interest rate used in calculating the present value of a future dollar amount
- Annual bankruptcy servicing costs
 - This is the annual cost per loan for a guaranty agency servicing bankruptcies. This should be a fully loaded so that it recognizes all the costs incurred by an agency for performing this function. Examples of items that should be included in this cost include Salaries; Benefits; Overhead; Postage; Rent; Legal; Human Resources; Professional fees; Data Processing; Federal Reporting; Office Supplies; etc. These costs will vary by agency
- Average servicing costs per loan
 - CALCULATED--This is the NPV of the total servicing costs for the loan experienced by the agency during the bankruptcy period. It is calculated by using the NPV of annual bankruptcy servicing costs for the number of years in bankruptcy plan. A 3 percent inflation factor has been assumed for servicing costs in subsequent years
- Average retention per loan
 - CALCULATED--This is the NPV of net amount retained by the agency on default collections on a loan coming out of bankruptcy. It is calculated by using the NPV of the spread retained for the number of years in bankruptcy plan plus the number of years in collection after bankruptcy plan. For purposes of this exercise, it is assumed that an equal amount is collected each year

- Amount gained or (lost) on single loan
 - CALCULATED--This is the NPV of the amount a guaranty agency makes or loses under a scenario where a loan with the characteristics described above completes the bankruptcy plan and is collected as a defaulted loan
- Number of loans in portfolio
 - Number of loans in Chapter 13 bankruptcy currently serviced by the agency
- Percentage of loans discharged
 - When a loan comes out of bankruptcy it is discharged, returned to collections, or repurchased by a lender
- Servicing costs of discharged loans
 - CALCULATED -- This figure represents the cost of servicing loans that are ultimately discharged. It is calculated by multiplying the percentage of loans discharged times the number of loans in portfolio times the NPV of the total servicing costs
- Percentage of loans repurchased
 - When a loan comes out of bankruptcy it is discharged, returned to collections, or repurchased by a lender
- Servicing costs of repurchased loans
 - CALCULATED -- This figure represents the cost of servicing loans that are ultimately repurchased. It is calculated by multiplying the percentage of loans repurchased times the number of loans in portfolio times the NPV of the total servicing costs. The cost of processing the repurchase is not included
- Percentage of defaulting repurchases
 - Experience has shown that a high percentage of repurchased loans soon default
- Reinsurance hit on defaulting repurchases
 - CALCULATED -- This is the amount a guaranty agency pays on defaulting repurchases from its reserve fund that is not reinsured. It is calculated by multiplying the number of loans in portfolio times percentage of loans repurchased times the percentage of defaulting repurchases times the average balance placed for collection times 2 percent. The cost of processing the claim is not included
- Percentage of loans placed for collection
 - CALCULATED -- This is the percentage of loans coming out of bankruptcy that are placed for default collection. It is calculated by subtracting the percentage of loans discharged and the percentage of loans repurchased from 100
- Servicing costs of loans placed for collection
 - CALCULATED -- This figure represents the cost of servicing loans that are eventually placed for collection. It is calculated by multiplying the percentage of loans placed for collection times the number of loans in portfolio times the NPV of the total servicing costs
- Percentage of loans collected within 5 years
 - This is the amount that a guaranty agency expects to collect in five years on loans it places for default collection
- Total servicing costs + reinsurance hit
 - CALCULATED -- This is the sum of the cost of servicing all the loans a guarantor has in bankruptcy plus the reinsurance hit described above
- Total net retained
 - CALCULATED -- This is the NPV of the net retention a guarantor will realize by collecting on the loans coming out of bankruptcy. It is calculated by multiplying the average retention per loan times the number of loans times the percentage of loans placed for collection times the percentage of loans collected within 5 years

- Annual amount make or (lost) by retaining bankruptcies
 - CALCULATED -- This is the difference between the total servicing costs and total net retained

Years in bankruptcy plan	3											
Years in collection after bankruptcy plan	5											
Average balance placed for collection	\$4,100											
Spread retained	5%											
NPV @	5.5%											
Annual bankruptcy servicing costs	\$40	NPV	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
Average servicing cost per loan		\$111	40	41	42	0	0	0	0	0	0	0
Average retention per loan		\$149	0	0	0	41	41	41	41	41	0	0
Amount gained/(lost) on single loan that is fully repaid		\$38										
Number of loans in portfolio	3,000											
Percentage of loans discharged	41%											
Servicing costs of discharged loans		\$136,616										
Percentage of loans repurchased	19%											
Servicing costs of repurchased loans		\$63,310										
Percentage of defaulting repurchases	25%											
Reinsurance hit on defaulting repurchased loans		\$11,685										
Percentage of loans placed for collection	40%											
Servicing costs of loans placed for collection		\$133,284										
Percentage of collections placed that is collected within 5 years	35%											
Total servicing costs+reinsurance hit		\$344,895										
Total net retained		\$62,623										
		=====										
Annual amount made or (lost) by retaining bankruptcies		(\$282,272)										

ECMC Bankruptcy Transfer Manual

Section 2

Transfer process

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Eligible loans

All chapter types of bankruptcy filings regardless of what stage the bankruptcy is in are eligible for transfer. For instance:

- New or previously claims paid to a lender as a bankruptcy
- Claims paid to a lender as default and the borrower subsequently files bankruptcy

Once a loan has been transferred ECMC will complete the following.

- File a POC on new bankruptcy filings if the POC was not filed. If the POC was not filed, the loan should be transferred, when possible, at least 15 days prior to the POC filing deadline
- Notify the bankruptcy court of the transfer

Once a loan has been transferred, ECMC becomes the holder. Unless extenuating circumstances arise, a loan will not be transferred back.

Methods of transferring data

We will coordinate the specific details of transfer as well as any unique processing requests. This includes but is not limited to; the method of transfer, testing, level of participation, anticipated volume and scheduling of transfers.

There are three methods of transferring loans. Each is described below and the corresponding tape layouts and/or forms necessary to complete the process are located in the Appendix.

The tape layout has been developed to closely match the mandatory subrogation layout required by ED.

- Fully automated (see appendix 2)
 - Using the existing subrogation record layout used by ED with the addition of 26 fields, both the loan information and corresponding bankruptcy information can be sent. The submission can be sent via electronic transmission or the Internet. This process decreases the amount of time spent filling out the Manual Bankruptcy Assignment Form and the Bankruptcy Transfer Worksheet. Further, potential human error is reduced because you do not manually complete the forms and we do not have to data enter the information
- Partially automated (see appendix 1)
 - Using the existing subrogation record layout used by ED, the loan information is sent. The submission can be sent via electronic transmission or the Internet. The corresponding bankruptcy information is provided by using the Transfer Bankruptcy Worksheet
- Manual (see appendix 3 and 4)
 - Using the Manual Bankruptcy Assignment Form, the loan information is sent. The corresponding bankruptcy information is provided by using the Bankruptcy Transfer Worksheet

If transfers are made using the manual process, the transfer must be accompanied by a Transfer Manifest listing all the loans. The Manifest must list all borrowers and corresponding individual loan disbursement amounts, current principal balance, current interest balance and current fee balance and a total of each at the bottom. The total number of loans and borrowers (distinct SSN's) must also be provided. (see appendix 6)

Documentation requirements

When the transfer takes place, we request that the borrower file also be sent with the Assignment Letter (see appendix 5) and Transfer Manifest instead of waiting for the loan(s) to pass edits.

To complete the process, the following documentation is required for each borrower.

- Original signed promissory note, or a true and exact copy, or an Indemnification Agreement containing a valid signature, SSN and disbursement amount for each loan (see appendix 7)
- If a judgment was rendered, the litigation documents
- The original or copy of the manually filed POC or a copy of the acknowledgement received if the POC was filed electronically, by the lender or guarantor
- A completed Bankruptcy Transfer Worksheet if transfer is not fully automated
- The claim package filed by the lender including collection history
- Prior bankruptcy information

If any of the information is missing or altered, ECMC will make every effort to work with the you to obtain the necessary information. This virtually eliminates the reject/resubmission process.

In order to provide quality customer service, we also prefer the following documentation but do not require it for the transfer process. However, we may contact you to obtain it.

- Payment history
- Loan application
- Notice of First Meeting of Creditors (FMOC)
- Order Confirming Plan

Edits, exceptions and tips

Edits

As you have see from the tape layouts in the Appendix, the transfer process is very similar to the mandatory assignment process for ED. Therefore, the edit process is also very similar. Every effort will be made to correct errors and only reject a loan as a last resort.

Exceptions

Tips

We have created list of courts and trustees (see appendix 8 and 9). While the list is not always 100% inclusive, they are extensive and do change from time to time. If you would like a current list, please contact:

Sue Rehak
Senior Transfer Processor
Telephone 651.325.3301
Fax 651.325.3323
e-mail srehak@ecmc.org

When providing trustee and court information, please follow the format displayed on the list.

Please provide the up to date variable interest rate on all variable type loans to the current applicable rate prior to transfer.

Take care to enter the correct information on the Manual Bankruptcy Assignment Form. Once the information is data entered, it is edited in the same manner as an automated submission.

Please take care when entering the loan type on the Manual Bankruptcy Assignment Form.

Before a manual submission can be loaded to our system, the individual Manual Bankruptcy Assignment Forms must be balanced to the Transfer Manifest. If the totals do not match, the discrepancy must be located and corrected before the process can continue. To reduce possible errors, please double check the Transfer Manifest totals to the Manual Bankruptcy Assignment Forms in the submission.

Collection costs should not be included in the transfer balance regardless of whether or not those costs were included in the POC. Collection costs will be assessed on non-dischargeable loans once the bankruptcy case is concluded.

Since the loans are in an active bankruptcy and not eligible for inclusion in TOP, there should be no outstanding offset fees. You should exclude TOP fees at the time of transfer.

The amount collected by the guarantor field should represent the total of all non-reversed payments voluntary or involuntary.

If the promissory note, certified copy or Indemnification Agreement is missing, you will be notified. If the documentation is not provided, the loan(s) will be rejected. The following are acceptable types of altered promissory notes.

- If the SSN on the promissory note is different than the SSN on the system, you should write the correct SSN in the top right hand corner and highlight it
- If the loan amount on the promissory note is altered in some way, you must provide supporting documentation for the alteration. Generally, the claim form will suffice. If the original promissory note is not signed by the borrower, the guarantor must provide an Indemnification Agreement

If the claim package is not provided, you will be contacted to obtain the necessary information.

If litigation documents are not provided, you will be contacted to obtain the necessary information. If the documentation is not provided, the loan(s) will be rejected.

If Assignment Letter is not provided, you will be contacted to obtain the necessary information. If the documentation is not provided, all the loan(s) for the particular submission will be rejected.

If the First Meeting of Creditors is missing, loan(s) will be accepted if the Bankruptcy Transfer Worksheet is completed.

If the POC filed by the lender or guarantor is not provided, you will be contacted to obtain the necessary documentation. If the documentation is not provided, the loan(s) will be rejected. The POC is a vital because it is a court document.

If the Order Confirming the Plan is not provided, you may be contacted to obtain the necessary documentation. However, the loan(s) will not be rejected.

If complete bankruptcy information is not provided in the fully automated submission layout or the Bankruptcy Transfer Worksheet, you will be contacted to obtain the necessary information. Loans may be rejected if the information is not provided.

If the collection or bankruptcy history used for dischargeability determinations is not provided, you will be contacted to obtain the necessary information.

Transfer acknowledgment

After the loan(s) are accepted, an acknowledgement is sent. The acknowledgement can be made in one of two ways

- Manually, a letter along with a manifest of the accepted loans will be sent. (see appendix 11)
- Automated, an electronic file that uses the ED subrogation acceptance/rejection layout. (see appendix 10) The file can be sent based on your needs

You will receive a letter for any rejected loans as they are processed.

If you need specific information about the status of a particular loan prior to receiving the acknowledgement, please contact:

Sue Rehak
Senior Transfer Processor
Telephone 651.325.3301
Fax 651.325.3323
e-mail srehak@ecmc.org

Adversaries and judgments

We will accept open adversaries as long as you have not retained counsel. All open adversaries require separate transfer and special handling.

We will accept loans on which a judgment has been rendered. Full documentation must accompany the transfer. The litigation indicator and appropriate dates must be valued and must include an executed release (substitution of attorney) from the attorney of record.

For any questions regarding adversaries and judgments, please contact:

Dan Fisher
Managing Attorney
Telephone 651.325.3042
Fax 651.325.4087
e-mail dfisher@ecmc.org

Payments and correspondence after transfer

After transfer, all payments and correspondence should be forwarded to us.

All payments should be accompanied by a Remittance Manifest (see appendix 12) and the Manifest should include; borrower SSN, last name, first name and payment amount. Payments should be forwarded to:

ECMC
Lock Box 8682
P.O. Box 75848
St. Paul, MN 55175-0848

Correspondence should be forwarded to:

ECMC
Attention: Bankruptcy Unit
P.O. Box 8809
Richmond, VA 23225

Since we are the new holder, you may instruct borrowers to contact us directly.

Contact information for borrowers:

ECMC-Bankruptcy Department
Telephone 800.363.4562
Fax 651.325.3302

ECMC-Collection Department
Telephone 800.780.7997
Fax 651.325.3359
e-mail collections@ecmc.org

Post transfer reporting

Once a loan(s) has been transferred, you should do the following.

- Use MR-42 Bankruptcies Transferred Out to report bankruptcy accounts transferred to ECMC. See Guarantor Agency Financial Report Instructions for further detail. If you have any questions, please contact:

Dean Vandecoevering
Manager, Portfolio Accounting
Telephone 651.325.3340
Fax 651.325.3497
e-mail portfolio.accounting@ecmc.org

- Upon transferring a loan to ECMC, you should report to NSLDS the loan transfer to ECMC according to the NSLDS Guaranty Agency Data Provider Instructions. If you have any questions regarding NSLDS reporting, please contact:

Greg Van Guilder
Director, NSLDS Accounting
Telephone 651.325.3490
Fax 651.325.3497
e-mail nslds.accounting@ecmc.org

Post transfer processing

Upon transfer, the guarantor should cease all processing on the loans. If any further documentation is found or received, it should be forwarded to us. If discharge or dismissal notices, death certificates, disability discharge requests or other discharge requests are received, they should be forwarded to the following address:

ECMC
Attention: Bankruptcy Unit
P.O. Box 8809
Richmond, VA 23225

Repurchase

After the discharge or dismissal notice is processed, if required, we will request repurchase from the lender to whom the claim was paid. We require repurchasing lenders to sign a lender agreement with us before any funds can be processed. This is necessary in the event a repurchased loan needs to have a claim filed on it. The lender would submit a claim to us as we have assumed the guarantee. If the lender refuses to repurchase the loan or sign a lender agreement, we will pursue other alternatives to have the loan repurchased.

Write-off

After the discharge or dismissal notice is processed, if eligible, we will process the loan for write off. We will complete the necessary reporting requirements.

Collection

After the discharge or dismissal notice is processed, if a balance remains, we will initiate collection activity to recover the outstanding balance owed.

If there are any other monetary adjustments that need to be made to a loan balance they should be forwarded to:

ECMC
Attention Payment Processing Unit
P.O. Box 64909
St. Paul, MN 55164-0909

Notification of TOP offset or reversal

We will process all TOP offsets and reversals on transferred loans. If you receive notice of an offset/reversal you should notify us with a letter (see appendix 13) containing the amount. We will adjust the balance accordingly.

If you have any questions regarding TOP offsets or reversals, please contact:

Todd Leek
TOP Coordinator
Telephone 651.325.3487
Fax 651.325.3195
e-mail tleek@ecmc.org

Post transfer supplemental claim payments

You should process any supplemental claims received after transfer as per your current procedures. If the supplemental is approved and paid to the lender, you should notify us of the amount. We will adjust the balance accordingly. Claim overpayment should also be reported. In either case you can use the Remittance Manifest (see appendix 12) to report the activity.

Government reporting for supplemental claims paid after transfer does not differ from your regular reporting procedures.

ECMC Bankruptcy Transfer Manual

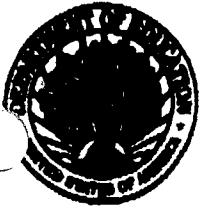
Section 3

Department of Education

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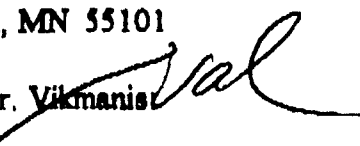


UNITED STATES DEPARTMENT OF EDUCATION

WASHINGTON, D.C. 20202

January 13, 1995

Mr. Val Vikmanis, President
Transitional Guaranty Agency, Inc.
American National Bank Building
101 East Fifth Street, Suite 2400
St. Paul, MN 55101

Dear Mr. Vikmanis 

This is to confirm that the Transitional Guaranty Agency, Inc. (TGA) is authorized to receive Chapter 13 Bankruptcy claims directly from guaranty agencies participating in the Federal Family Educational Loan Program. While the Department of Education (Department) is not requiring prior approval for the transfer of these loan commitments, we ask TGA to provide notice to the Department's Guarantor and Lender Oversight Staff as each guarantor begins the submission of Chapter 13 claims directly to TGA.

If you have questions, please feel free to contact Bob Armstrong at your convenience. His telephone number is (202) 708-7262.

Sincerely,


Larry Oxendine, Acting Director
Guarantor and Lender Oversight Staff



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

MAR - 1 1995

Mrs. Jean S. Frohlicher
National Council of Higher
Education Loan Programs
801 Pennsylvania Avenue, SE
Suite 208
Washington, DC 20003

Dear Mrs. Frohlicher:

By this letter, I am approving the revised "Guidelines for Voluntary Participation in the Transfer of Bankrupt Accounts" that you submitted for our review. These guidelines were also submitted for review by the Transitional Guaranty Agency, Inc. on December 29, 1994.

While our review [pursuant to 34 CFR 682.401(d)] has been as thorough as possible, it should not be construed either as a waiver of any rights of the Secretary of Education under federal law or regulations, or as an assurance to you by the United States Department of Education of compliance with such laws and regulations. You are reminded that guaranty agencies are responsible for administering their programs in compliance with federal laws and regulations.

Please provide a copy of these documents to Mr. Bob Armstrong, Guarantor and Lender Oversight Staff, U.S. Department of Education, 600 Independence Ave. SW, Room 4624, Washington, DC 20202.

Sincerely,

Patricia Newcombe
Chief, FFEL Program Section
Policy Development Division
Policy, Training, and Analysis Service

cc: Bob Armstrong
U.S. Department Education

Roberta Sweeney-Orth
Transitional Guaranty Agency

400 MARYLAND AVE., S.W. WASHINGTON, D.C. 20202

Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.

ECMC Bankruptcy Transfer Manual

Section 4

Appendix

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Appendix 1

Bankruptcy transfer format

Loan information only, excludes bankruptcy information

2.1 GENERAL INFORMATION

The following specifications define the required format and contents of the records to be included in the file.

All files must meet the following specifications:

- 1 Each record on a tape must be in a fixed length format in EBCDIX character
- 2 Each record on a disk must be in a fixed length format in EBCDIC characters
- 3 The tape/disk must be submitted in unlabeled format: i.e., no internal tape/disk headers
- 4 Tape reels must be written using 9-track tape drives in 6250 BPI or 1600 BPI (bytes per inch). 3480/3490 tape cartridges must be IBM- compatible in 38,000 BPI. Disks must be in IBM-compatible PC DOS 3 ½ " density
 - A BLKSZE must equal 27360
 - B Each record must contain 1520 characters
 - C Each tape/disk must have an external label that provides the following information: GA name; Agency Code (see Section 1.4); date the tape/disk was generated; GA assigned tape reel/disk identification number; return address; and tape/disk sequence if more than one tape/disk is submitted (e.g., 1of 3 tapes, 2of 3 tapes, etc.)
 - D Agencies or organizations providing computer services to more than one GA must prepare separate tape/disks for each GA serviced
 - E All dates must be valid and in CCYYMMDD format (e.g., 19890101=January 1, 1989)
 - F All numeric fields must be right justified, zero filled
 - G All alpha/numeric fields must be left justified, space filled
 - H All amount fields on the assignment file detail records are dollars and cents (nine positions before and two after an assumed decimal point; e.g., 00000010050=\$100.50)

2.2 ASSIGNMENT FILE HEADER RECORD

This must be the first record on all transfer files.

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1	Record Type	1	A/N	REQUIRED. Constant H
2-6	Originating Agency	5	A/N	REQUIRED. Code assigned by ED to identify the submitting agency (see Section 1.4 of guaranty agency assignment format). Format is AA999
7-14	Creation Date	8	N	REQUIRED. The date the tape/disk was created. Must be valid date. Format is CCYYMMDD (e.g., 19970201 = February 1, 1997)
15-400	Filler	386	A/N	Space Fill
401-405	Receiving Agency	5	A/N	REQUIRED. Constant SM927
406-409	Version Number Version "1.01"	4	A/N	REQUIRED. Numbering Scheme is the new 1520 byte layout (without bankruptcy information)
410-434	File Identifier	25	A/N	REQUIRED. Constant 'GAASSIGNMENT'. Left justify
435-1520	Filler	1086	A/N	Space fill

2.3 ASSIGNMENT FILE TRAILER RECORD

This must be the last record on all transfer files.

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1	Record Type	1	A/N	REQUIRED. Constant T
2-10	Record Total	9	N	REQUIRED. The total number of detail (type C) records on the tape/disk
11-24	Amount of Disbursement Grand Total	14	N	REQUIRED. The grand total of the Amount of Disbursement fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050= \$100.50)
25-38	Current Principal Balance Grand Total	14	N	REQUIRED. The grand total of the Current Principal Balance fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050 = \$100.50)
39-52	Current Interest Balance Grand Total	14	N	REQUIRED. The grand total of the Current Interest Balance fields for all detail (type C) records on the on the tape/disk. Format 12 positions before and two positions after an assumed decimal point. (e.g., 00000000010050 = \$100.50)
53-66	Current Treasury Offset Fees Grand Total	14	N	REQUIRED. The grand total of the Current Treasury Offset Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 0000000001050 = \$100.50)
67-80	Current Collection Fees Grand Total	14	N	REQUIRED. The grand total of the Current Collection Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050 = \$100.00)
81-94	Current Miscellaneous Fees Grand Total	14	N	REQUIRED. The grand total of the Current Miscellaneous Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050 = \$100.50)
95-108	Current Administrative Fees Grand Total	14	N	REQUIRED. The grand total of the Current Administrative Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050 = \$100.50)

2.3 ASSIGNMENT FILE TRAILER RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
109-122	Current Penalties Grand Total	14	N	REQUIRED. The grand total of the Current Penalties fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point. (e.g., 00000000010050 = \$100.50)
123-1520	Filler	1398	A/N	Space fill

2.4 ASSIGNMENT FILE DETAIL RECORD

ALL DATES MUST BE VALID AND IN CCYYMMDD FORMAT

ALL NUMERIC FIELDS MUST BE RIGHT JUSTIFIED AND ZERO FILLED

ALL ALPHANUMERIC FIELDS MUST BE LEFT JUSTIFIED AND SPACE FILLED

ALL AMOUNT FIELDS ARE IN DOLLARS AND CENTS (nine positions before and two positions after an assumed decimal point {e.g., 00000010050 = \$100.50})

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1	Record Type	1	A/N	REQUIRED. Constant C
2-10	Borrower SSN	9	N	REQUIRED. Borrower's Social Security Number (SSN). Must be a valid SSN
11	SSN Sequence Number	1	A/N	REQUIRED. Identifies the number of debts on the tape/disk with the same SSN. Must begin with 1. Enter 1-9 for the first nine debts for a specific SSN, then enter A-Z for the remaining debts
12-31	Borrower Current Last Name	20	A/N	REQUIRED. Last name of the borrower, according to the latest information available to the guarantor. May <u>not</u> be blank and must begin with a letter of the alphabet. If the borrower has a single name, enter name here
32-51	Borrower First Name	20	A/N	REQUIRED. First name of the borrower. May <u>not</u> be blank and must begin with a letter of the alphabet. If the borrower has no first name enter NFN
52-71	Borrower Middle Name	20	A/N	OPTIONAL. Middle name or initial of the borrower. If not available, space fill
72-111	Borrower Street Address 1	40	A/N	REQUIRED. Last known street address (house/apartment number and street name) of the borrower, even if it is known to be a bad address. If unknown, enter NO STREET ADDRESS
112-151	Borrower Street Address 2	40	A/N	OPTIONAL. Last known street address (house/apartment number and street name) of the borrower continued. If a foreign address, enter city in this field. Space fill if not needed or unknown
152-181	Borrower City	30	A/N	OPTIONAL. Last known city in which the borrower resided. If foreign address, enter country in this field. Space fill if unknown
182-183	Borrower State	2	A/N	OPTIONAL. Last known state in which the borrower resided (standard two-letter abbreviation or FC if the address is a foreign country). Space fill if unknown
184-213	Filler	30	A/N	Space fill

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
214-222	Borrower Zip Code	9	A/N	OPTIONAL. Nine-digit zip code of the borrower's last known address. If only the five-digit zip code is available, left justify and space fill. If a foreign country (FC), enter zeros. If unknown, space fill
223-232	Borrower Work Phone	10	A/N	OPTIONAL. Area code and telephone number of the borrower's last known work place. Space fill if number is not available
233-242	Borrower Home Phone	10	A/N	OPTIONAL. Area code and telephone number of the borrower's last known residence. Space fill if number is not available
243-250	Borrower Birth Date	8	N	REQUIRED. Borrower's date of birth. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). Must be a valid date and at least 10 years less than Date of Loan Guaranty. If date is not available, zero fill
251-270	Borrower Previous Last Name	20	A/N	OPTIONAL. Other last name by which borrower may have been known (maiden, legal change, alias, etc.). Use the name on the Promissory Note if that name is not the Borrower Current Last Name. If not available, space fill
271-278	Date of Loan Guaranty	8	N	REQUIRED. Date on which the loan guaranty was first issued. Must be before or equal to Date of First Disbursement and after November 7, 1965. Should match date reported to NSLDS. Date must be in CYYMMDD format (e.g., 19890101 = January 1, 1989)
279-289	Amount of Disbursement	11	N	REQUIRED. Cumulative net amount of loan actually disbursed to borrower. Must be numeric and more than \$0.00. Should match total of all disbursements, excluding cancellations, on the Promissory Note unless they are for different loan types. Should match amount reported to NSLDS
290-297	Current Interest Rate	8	N	REQUIRED. The current interest rate on the loan. Must be numeric: two positions before and six positions after an assumed decimal point. May be less than 4% (00040000) or more than 20% (00200000) ONLY if loan was litigated and Judgment Indicator equals Y
298-308	Current Principal Balance	11	N	REQUIRED. Total principal amount <u>outstanding</u> as of Current Balance Date. Must <u>not</u> be greater than the Amount of Disbursement <u>plus</u> the Interest Capitalized by the GA and/or the Lender unless a judgment was rendered. Must be greater than or equal to \$100.00. Must be numeric

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
309-319	Current Interest Balance	11	N	REQUIRED. Total interest amount <u>outstanding</u> as of Current Balance Date. Must be numeric; may be zero
320-330	Current Treasury Offset Fees	11	N	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower for processing of Treasury offsets. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
331-341	Current Collection Fees	11	N	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower for contract of a private collection agency to execute collection attempts if such fees cannot be separated from other non-penalty fees, enter zero's and include these fees in Current Miscellaneous Fees. Must be numeric; may be zero. <u>Reports only the amount currently owed by the borrower, not contingency fees for an amount not collected</u>
342-352	Current Miscellaneous Fees	11	N	REQUIRED. Any <u>outstanding</u> fees which cannot be reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
353-363	Current Administrative Fees	11	N	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower in accordance with program requirements for account collection, <u>excluding</u> collection fees, Treasury offsets fees, and penalties reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
364-374	Current Penalties	11	N	REQUIRED. Total <u>outstanding</u> late fees and penalties assessed against the borrower in accordance with the program requirements as a result of late payments or invalid repayment instruments. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>

Note: Current Principal Balance, Current Interest Balance, Current Treasury Offset Fees, Current Collection Fees, Current Miscellaneous Fees, Current Administrative Fees, and Current Penalties should add up to the amount owed by the borrower as of the Current Balance Date.

375-382	Date Opened for Credit Bureau Reporting	8	N	REQUIRED. Date GA first reported the loan to credit bureaus. If unknown, enter the same date as the Date Claim Paid to Lender. In all cases, the date must be greater than or equal to the Date Claim Paid to Lender and less than the current date. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
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2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
383-390	Current Balance Date	8	N	REQUIRED. Date up to which interest was last accrued by the GA. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989) and less than the current date
391-400	Filler	10	A/N	Space fill
401-406	Claiming Lender ID Number	6	N	REQUIRED. Valid identification number of lending institution to whom claim was paid. Must be numeric
407-412	Original Lender ID Number	6	N	REQUIRED. Valid identification number of lending institution that originally made the loan. Must be numeric
413-418	School ID Number	6	N	REQUIRED. The valid FFEL identification number (six digits) of the education institution in which the student was enrolled or accepted at the time the loan was made. Must be numeric. If loan type = CONS, must be 088888
419-426	Date of Withdrawal	8	N	REQUIRED. Date, or best approximation, of student's departure/withdrawal from the educational institution for which the loan was granted. If Loan Type = PLUS, use date of Last Disbursement. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). If loan type = CONS, zero fill
427-434	Date of Default	8	N	REQUIRED. Date the loan defaulted, as defined in regulations. Must be after Date of Last Disbursement, except for PLUS loans. If not available, subtract one day from Date Claim Paid to Lender. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
435-445	Principal Amount Paid to Lender by GA	11	N	REQUIRED. Total amount of principal paid to the lender by the GA. Must <u>not</u> be greater than Amount of Disbursement plus Interest Capitalized by GA and/or Lender. Must be numeric
446-456	Interest Paid to Lender by GA	11	N	REQUIRED. Total amount of <u>non-capitalized</u> interest paid to the lender by the GA. Must be numeric; may be zero
457-464	Date Claim Paid to Lender	8	N	REQUIRED. Date on which the GA paid the claim to the lender. Must be after Date of Default. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
465-475	Interest Capitalized by GA and/or Lender	11	N	REQUIRED. Such accrued interest and unpaid insurance premiums on loan applied to the borrower's unpaid principal balance as authorized by the GA or the lender. If the lender <u>and</u> the GA both capitalized interest, include the total in this field. Must be numeric; may be zero
476-486	Amount Collected by GA	11	N	REQUIRED. Total amount of payment collected on loan by the GA through <u>all</u> actions (e.g., voluntary borrower payments, Treasury offsets, etc.). Must be numeric. If nothing was collected, zero fill
487-494	Date of Last Payment to GA	8	N	REQUIRED. Date of last payment by the borrower to the GA, including those payments received as a result of an involuntary action (e.g., Treasury offsets). Must be after Date Claim Paid to Lender. Zero fill if there were no payments. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
495-502	Date of Last Disbursement	8	N	REQUIRED. Date of last loan disbursement by the Lender (must be before Date of Default except for PLUS loans and equal to or after Date of First Disbursement). If only one disbursement was made, the date must equal Date of First Disbursement. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
503	Judgment Indicator	1	A/N	REQUIRED. If loan was litigated and a judgment was rendered, enter Y; otherwise, enter N. May <u>not</u> be blank
504-511	Date of Judgment	8	N	REQUIRED. Date on which judgment was rendered on amount and validity of the debt. If judgment was rendered, this field must contain the appropriate date. If not litigated, zero fill. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
512-519	Judgment Expiration Date	8	N	REQUIRED. Date on which the judgment expires according to the judgment document or state statute. If judgment was rendered this field must contain the appropriate date, which must be greater than the Date of Judgment. If not litigated, zero fill. Date must be in CCYYMMDD format (e.g., 20010630 = June 30, 2001)

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
520-527	Date of First Treasury Offset Certification	8	N	REQUIRED. Date the loan was <u>first</u> certified for participation in the Treasury Offset Program. If date is unknown and claim was paid after 1985, enter 1201 of year claim was paid if claim was paid between January and September or enter 1201 of the following year claim was paid between October and December. The date may not be later than the current year <u>or</u> before 1985. If <u>never</u> certified, zero fill. Date must be in CCYYMMDD format (e.g., 19891201 = December 1, 1989)
528-531	Loan Type	4	A/N	REQUIRED. Valid codes are: SFY(space) = Stafford Subsidized SFN(space) = Stafford Non-Subsidized SUU(space) = Stafford Unsubsidized CONS = Consolidated SLS(space) = Supplemental PLUS = PLUS
532-540	PLUS Student SSN	9	A/N	Social Security Number (SSN) of student for whom PLUS loan was granted. This field must contain a valid or pseudo SSN, as reported to NSLDS, if PLUS is indicated in Loan Type. If Loan Type does not equal PLUS, space fill
541	PLUS Student Name Type	1	A/N	Constant 1 when Loan Type equals PLUS. If Loan Type does not equal PLUS, space fill
542-561	PLUS Student Last Name	20	A/N	Current last name of student for whom PLUS loan granted. May <u>not</u> be blank and must begin with letter of the alphabet. If the student has a single name, enter name here. If Loan Type does not equal PLUS, space fill
562-581	PLUS Student First Name	20	A/N	First name of student for whom PLUS loan was granted. Must begin with a letter of the alphabet. If the student has no first name, enter NFN. If the Loan Type does not equal PLUS, space fill
582-601	PLUS Student Middle Name	20	A/N	Middle name or initial of student for whom PLUS loan was granted. Must begin with a letter of the alphabet. If Loan Type does not equal PLUS, space fill
602-610	Cosigner SSN	9	A/N	Social Security Number (SSN) of the cosigner as it appears on the application. If cosigner data is not available, this field, as well as the following cosigner fields, must contain spaces. If the cosigner data is available but the SSN is not available, enter zeros for the SSN; otherwise, this field must be a valid SSN and not equal to the borrower SSN

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
611	Cosigner Name Type	1	A/N	Constant 1 when cosigner information is available; otherwise, space fill
612-631	Cosigner Last Name	20	A/N	The current last name of the cosigner for the loan. If there is a cosigner, this field may <u>not</u> be blank and must begin with a letter of the alphabet. If the cosigner has a single name, enter name here. Space fill if no cosigner data is available
632-651	Cosigner First Name	20	A/N	The first name of the cosigner for the loan. If there is a cosigner, this field may <u>not</u> be blank and must begin with a letter of the alphabet. If the cosigner has no first name, enter NFN. Space fill if no cosigner data is available
652-671	Cosigner Middle Name	20	A/N	The middle name or initial of the cosigner for the loan. Must begin with a letter of the alphabet; otherwise, space fill
672-711	Cosigner Street Address 1	40	A/N	If there is a cosigner, enter the last known address (house/apartment number and street name) of the cosigner for the loan, even if it is known to be a bad address. If a street address is not available, enter NO STREET ADDRESS
712-751	Cosigner Street Address 2	40	A/N	The last known street address (house/apartment number and street name) of the cosigner for the loan continued. If the cosigner has a foreign address, enter the city in this field. If not needed, space fill
752-781	Cosigner City	30	A/N	If there is a cosigner, enter the last known city in which the cosigner resided. If not needed or unknown, space fill. If a foreign address, enter the country name in this field
782-783	Cosigner State	2	A/N	The last known state in which the cosigner resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not needed or unknown, space fill
784-813	Filler	30	A/N	Space fill
814-822	Cosigner Zip Code	9	A/N	Nine-digit zip code of the last known address of the cosigner. If only the five-digit code is available, left justify and space fill. If a foreign country (FC), enter zeros. If not needed or unknown, space fill
823-832	Cosigner Work Phone	10	A/N	If applicable, the last known area code and telephone number of the cosigner's workplace. Space fill if the number is not available

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
833-842	Cosigner Home Phone	10	A/N	If applicable, the last known area code and telephone number of the cosigner's residence. Space fill if the number is not available
843-850	Cosigner Birth Date	8	A/N	If applicable, the cosigner's date of birth. Date must be in CCYYMMDD format (e.g., 19891201 = December 1, 1989). Must be at least 10 years less than Date of Loan Guaranty. If not available, enter zeros
851-853	Reference 1 Type	3	A/N	The relationship of the <u>first</u> reference individual to the borrower: PAR = parent REL = relative FRI = friend EMP = employer COS = cosigner OTH = other May <u>not</u> be blank if reference data is provided
854	Reference 1 Name Type	1	A/N	Constant 1 when <u>first</u> reference individual information is available; otherwise, space fill
855-874	Reference 1 Last Name	20	A/N	Last name of the <u>first</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has a single name, enter name here; otherwise, space fill
875-894	Reference 1 First Name	20	A/N	First name of the <u>first</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has no first name, enter NFN; otherwise, space fill
895-914	Reference 1 Middle Name	20	A/N	Middle name or initial of the <u>first</u> reference individual. When present, must begin with a letter of the alphabet; otherwise, space fill
915-954	Reference 1 Street Address 1	40	A/N	Last known street address (house/apartment number and street name) of the <u>first</u> reference individual, even if it is known to be a bad address. If a street address is not available, enter NO STREET ADDRESS
955-994	Reference 1 Street Address 2	40	A/N	Last known street address (house/apartment number and street name) of the <u>first</u> reference individual continued. If a foreign address, enter the city in this field. If not needed, space fill
995-1024	Reference 1 City	30	A/N	Last known city in which the <u>first</u> reference individual resided. If not needed or unknown, space fill. If a foreign address, enter the country name in this field

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1025-1026	Reference 1 State	2	A/N	Last known state in which the <u>first</u> reference individual resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not needed or unknown, space fill
1027-1056	Filler	30	A/N	Space fill
1057-1065	Reference 1 Zip Code	9	A/N	Nine-digit zip code of the last known address of the <u>first</u> reference individual. If only the five digit code is available, left justify and space fill. If a foreign country (FC), enter zeros. If not needed or unknown, space fill
1066-1075	Reference 1 Work Phone	10	A/N	Last known area code and telephone number of the <u>first</u> reference individual's work place. Space fill if the number is not available
1076-1085	Reference 1 Home Phone	10	A/N	Last known area code and telephone number of the <u>first</u> reference individual's residence. Space fill if the number is not available

Note: If no Reference 2 information is available, positions 1086-1320 must contain spaces.

1086-1088	Reference 2 Type	3	A/N	The relationship of the <u>second</u> reference individual to the borrower: PAR = parent REL = relative FRI = friend EMP = employer COS = cosigner OTH = other May <u>not</u> be blank if reference data is provided
1089	Reference 2 Name Type	1	A/N	Constant 1 when <u>second</u> reference individual information is available; otherwise, space fill
1090-1109	Reference 2 Last Name	20	A/N	Last name of the <u>second</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has a single name, enter name here. If not needed, space fill
1110-1129	Reference 2 First Name	20	A/N	First name of the <u>second</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has no first name, enter NFN; otherwise, space fill
1130-1149	Reference 2 Middle Name	20	A/N	Middle name or initial of the <u>second</u> reference individual. When present, must begin with a letter of the alphabet; otherwise, space fill

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1150-1189	Reference 2 Street Address 1	40	A/N	Last known street address (house/apartment number and street name) of the <u>second</u> reference individual, even if it is known to be a bad address. If a street address is not available, enter NO STREET ADDRESS
1190-1229	Reference 2 Street Address 2	40	A/N	Last known street address (house/apartment number and street name) of the <u>second</u> reference individual continued. If a foreign address, enter the city in this field. If not needed, space fill
1230-1259	Reference 2 City	30	A/N	Last known city in which the <u>second</u> reference individual resided. If not needed or unknown, space fill. If a foreign address, enter the country name in this field
1260-1261	Reference 2 State	2	A/N	Last known state in which the <u>second</u> reference individual resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not needed or unknown, space fill
1262-1291	Filler	30	A/N	Space fill
1292-1300	Reference 2 Zip Code	9	A/N	Nine-digit zip code of the last known address of the <u>second</u> reference individual. If only the five-digit code is available, left justify and space fill. If a foreign county (FC), enter zeros. If not needed or unknown, space fill
1301-1310	Reference 2 Work Phone	10	A/N	Last known area code and telephone number of the <u>second</u> reference individual's work place. Space fill if the number is not available
1311-1320	Reference 2 Home Phone	10	A/N	Last known area code and telephone number of the <u>second</u> reference individual's residence. Space fill if the number is not available
1321-1332	Filler	12	A/N	Space fill
1333	Indicator of Separate Loan	1	A/N	REQUIRED. The indicator used to differentiate among multiple loans of the same type with the same Date of Loan Guaranty for the same student attending the same school. Must be A-Z and equal to the character that was reported to NSLDS for this loan. May not be spaces
1334	Mail Delivery Indicator	1	A/N	REQUIRED. Enter U to indicate that mail sent to the borrower address provided on the tape was returned as undeliverable. Enter D to indicate that mail sent to the borrower address provided on the tape was deliverable

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1335-1345	Amount of Loan Guaranty	11	N	REQUIRED. The <u>original</u> loan guaranty amount before any cancellations. May not be less than Amount of Disbursement
1346	Current Interest Rate Type	1	A/N	REQUIRED. The current interest rate type. Valid values are: F = fixed 8 = 8-10% balloon rate A = Variable rate based on 91-day T-Bill rate B = Variable rate based on 52-week T-Bill rate When A or B, Variable Interest Add-On Rate and Interest Rate Cap must also be supplied
1347-1354	Collection Fee Cap	8	N	REQUIRED. The maximum rate of Collection Fee that can be applied, as indicated on the Promissory Note. Must be numeric; two positions before and six positions after an assumed decimal point (e.g., 00250000 = 25%). If no cap, enter 99999999
1355-1362	Date of First Disbursement	8	N	REQUIRED. Date on which the first disbursement was made to the borrower by the lender. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). Cannot be before Date of Loan Guaranty. Cannot be after Date of Last Disbursement
1363-1370	Variable Interest Add-On Rate	8	N	REQUIRED. A component of the variable interest rate that is fixed for the full term of the loan. This value, when added to the T-Bill value for a given year, is the variable interest rate for that year. Must be a valid value when Current Interest Rate Type = A or B. When Current Interest Rate Type = F or 8, enter zeros. May not be greater than 10%. Must be numeric; two positions before and six positions after an assumed decimal point (e.g., 00040000 = 4%)
1371-1378	Interest Rate Cap	8	N	REQUIRED. The highest interest that can be charged for the loan. This rate is fixed for the duration of the debt. Must be a valid value when current Interest Rate Type = A or B; may not be less than the current Interest Rate or greater than 20%. When Current Interest Rate Type = F or 8, enter zeros. Must be numeric; two positions before and six positions after an assumed decimal point (e.g., 00040000 = 4%)
1379	FDP Indicator	1	A/N	REQUIRED. Enter Y if the borrower has been identified as a Federal employee; otherwise, enter N

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1380-1381	Interest Deduction Months	2	N	REQUIRED. Number of months in repayment used in computing the 60-month period for reporting the 1098 interest deduction to the IRS. If not known, zero fill. If more than 60, enter 60
1382-1389	Date Entered Repayment	8	N	REQUIRED. The date when the loan entered repayment or is scheduled to enter repayment for cohort default rate purposes. If Loan Type = SFN, SFY, or SUU, enter the day after the end of the grace period. If Loan type = SLS, enter the day after the borrower stopped being enrolled at least haltime. If loan Type = CONS, enter the Date of First Disbursement. If loan Type = PLUS, enter the Date of Last Disbursement. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
1390-1397	PLUS Student's Birth Date	8	A/N	REQUIRED. If Loan Type = PLUS. Date of birth of student for whom the PLUS loan was granted. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). Must be a valid date and at least 10 years less than Date of Loan Guaranty. If unknown, enter zeros. If Loan Type does not equal PLUS, space fill
1398-1405	OPE School ID	8	N	REQUIRED. The valid OPE identification number, as reported to NSLDS, of the educational institution in which the student was enrolled or accepted for enrollment at the time the loan was guaranteed. If Loan Type = CONS, enter 88888800
1406-1520	Filler	115	A/N	Space fill

Appendix 2

Bankruptcy transfer format

Loan and bankruptcy information

2.1 GENERAL INFORMATION

The following specifications define the required format and contents of the records to be included in the file.

All files must meet the following specifications:

- 5 Each record on a tape must be in a fixed length format in EBCDIX character
- 6 Each record on a disk must be in a fixed length format in EBCDIC characters
- 7 The tape/disk must be submitted in unlabeled format: i.e., no internal tape/disk headers
- 8 Tape reels must be written using 9-track tape drives in 6250 BPI or 1600 BPI (bytes per inch). 3480/3490 tape cartridges must be IBM- compatible in 38,000 BPI. Disks must be in IBM-compatible PC DOS 3 ½ " density
 - I BLKSZE must equal 27360
 - J Each record must contain 2100 characters
 - K Each tape/disk must have an external label that provides the following information: GA name; Agency Code (see Section 1.4); date the tape/disk was generated; GA assigned tape reel/disk identification number; return address; and tape/disk sequence if more than one tape/disk is submitted (e.g., 1of 3 tapes, 2of 3 tapes, etc.)
 - L Agencies or organizations providing computer services to more than one GA must prepare separate tape/disks for each GA serviced
 - M All dates must be valid and in CCYYMMDD format (e.g., 19890101=January 1, 1989)
 - N All numeric fields must be right justified, zero filled
 - O All alpha/numeric fields must be left justified, space filled
 - P All amount fields on the assignment file detail records are dollars and cents (nine positions before and two after an assumed decimal point; e.g., 00000010050=\$100.50)

2.2 ASSIGNMENT FILE HEADER RECORD

This must be the first record on all transfer files.

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1	Record Type	1	A/N	REQUIRED. Constant H
2-6	Originating Agency	5	A/N	REQUIRED. Code assigned by ED to identify the submitting agency (see Section 1.4 of guaranty agency assignment format). Format is AA999
7-14	Creation Date	8	N	REQUIRED. The date the tape/disk was created. Must be valid date. Format is CCYYMMDD (e.g., 19970201 = February 1, 1997)
15-400	Filler	386	A/N	Space Fill
401-405	Receiving Agency	5	A/N	REQUIRED. Constant SM927
406-409	Version Number Version "1.02"	4	A/N	REQUIRED. Numbering Scheme is the new 2100 byte layout (with bankruptcy information)
410-434	File Identifier	25	A/N	REQUIRED. Constant 'GAASSIGNMENT'. Left justify
435-2100	Filler	1666	A/N	Space fill

2.3 ASSIGNMENT FILE TRAILER RECORD

This must be the last record on all transfer files.

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1	Record Type	1	A/N	REQUIRED. Constant T
2-10	Record Total	9	N	REQUIRED. The total number of detail (type C) records on the tape/disk
11-24	Amount of Disbursement Grand Total	14	N	REQUIRED. The grand total of the Amount of Disbursement fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050= \$100.50)
25-38	Current Principal Balance Grand Total	14	N	REQUIRED. The grand total of the Current Principal Balance fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050 = \$100.50)
39-52	Current Interest Balance Grand Total	14	N	REQUIRED. The grand total of the Current Interest Balance fields for all detail (type C) records on the on the tape/disk. Format 12 positions before and two positions after an assumed decimal point. (e.g., 00000000010050 = \$100.50)
53-66	Current Treasury Offset Fees Grand Total	14	N	REQUIRED. The grand total of the Current Treasury Offset Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 0000000001050 = \$100.50)
67-80	Current Collection Fees Grand Total	14	N	REQUIRED. The grand total of the Current Collection Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050 = \$100.00)
81-94	Current Miscellaneous Fees Grand Total	14	N	REQUIRED. The grand total of the Current Miscellaneous Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050 = \$100.50)
95-108	Current Administrative Fees Grand Total	14	N	REQUIRED. The grand total of the Current Administrative Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 00000000010050 = \$100.50)

2.3 ASSIGNMENT FILE TRAILER RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
109-122	Current Penalties Grand Total	14	N	REQUIRED. The grand total of the Current Penalties fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point. (e.g., 00000000010050 = \$100.50)
123-320	Filler	198	A/N	Space fill
321-334	Proof of Claim (POC) Amount Grand Total	14	N	REQUIRED. The grand total of the Proof of Claim (POC) fields for all detailed (type C) records on the tape/disk. Format 12 positions before and 2 positions after an assumed decimal point (e.g., 00000000010050= \$100.50)
335-2100	Filler	1766	A/N	Space fill

2.4 ASSIGNMENT FILE DETAIL RECORD

ALL DATES MUST BE VALID AND IN CCYYMMDD FORMAT

ALL NUMERIC FIELDS MUST BE RIGHT JUSTIFIED AND ZERO FILLED

ALL ALPHANUMERIC FIELDS MUST BE LEFT JUSTIFIED AND SPACE FILLED

ALL AMOUNT FIELDS ARE IN DOLLARS AND CENTS (nine positions before and two positions after an assumed decimal point {e.g., 00000010050 = \$100.50})

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1	Record Type	1	A/N	REQUIRED. Constant C
2-10	Borrower SSN	9	N	REQUIRED. Borrower's Social Security Number (SSN). Must be a valid SSN
11	SSN Sequence Number	1	A/N	REQUIRED. Identifies the number of debts on the tape/disk with the same SSN. Must begin with 1. Enter 1-9 for the first nine debts for a specific SSN, then enter A-Z for the remaining debts
12-31	Borrower Current Last Name	20	A/N	REQUIRED. Last name of the borrower, according to the latest information available to the guarantor. May <u>not</u> be blank and must begin with a letter of the alphabet. If the borrower has a single name, enter name here
32-51	Borrower First Name	20	A/N	REQUIRED. First name of the borrower. May <u>not</u> be blank and must begin with a letter of the alphabet. If the borrower has no first name enter NFN
52-71	Borrower Middle Name	20	A/N	OPTIONAL. Middle name or initial of the borrower. If not available, space fill
72-111	Borrower Street Address 1	40	A/N	REQUIRED. Last known street address (house/apartment number and street name) of the borrower, even if it is known to be a bad address. If unknown, enter NO STREET ADDRESS
112-151	Borrower Street Address 2	40	A/N	OPTIONAL. Last known street address (house/apartment number and street name) of the borrower continued. If a foreign address, enter city in this field. Space fill if not needed or unknown
152-181	Borrower City	30	A/N	OPTIONAL. Last known city in which the borrower resided. If foreign address, enter country in this field. Space fill if unknown
182-183	Borrower State	2	A/N	OPTIONAL. Last known state in which the borrower resided (standard two-letter abbreviation or FC if the address is a foreign country). Space fill if unknown
184-213	Filler	30	A/N	Space fill

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
214-222	Borrower Zip Code	9	A/N	OPTIONAL. Nine-digit zip code of the borrower's last known address. If only the five-digit zip code is available, left justify and space fill. If a foreign country (FC), enter zeros. If unknown, space fill
223-232	Borrower Work Phone	10	A/N	OPTIONAL. Area code and telephone number of the borrower's last known work place. Space fill if number is not available
233-242	Borrower Home Phone	10	A/N	OPTIONAL. Area code and telephone number of the borrower's last known residence. Space fill if number is not available
243-250	Borrower Birth Date	8	N	REQUIRED. Borrower's date of birth. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). Must be a valid date and at least 10 years less than Date of Loan Guaranty. If date is not available, zero fill
251-270	Borrower Previous Last Name	20	A/N	OPTIONAL. Other last name by which borrower may have been known (maiden, legal change, alias, etc.). Use the name on the Promissory Note if that name is not the Borrower Current Last Name. If not available, space fill
271-278	Date of Loan Guaranty	8	N	REQUIRED. Date on which the loan guaranty was first issued. Must be before or equal to Date of First Disbursement and after November 7, 1965. Should match date reported to NSLDS. Date must be in CYYMMDD format (e.g., 19890101 = January 1, 1989)
279-289	Amount of Disbursement	11	N	REQUIRED. Cumulative net amount of loan actually disbursed to borrower. Must be numeric and more than \$0.00. Should match total of all disbursements, excluding cancellations, on the Promissory Note unless they are for different loan types. Should match amount reported to NSLDS
290-297	Current Interest Rate	8	N	REQUIRED. The current interest rate on the loan. Must be numeric: two positions before and six positions after an assumed decimal point. May be less than 4% (00040000) or more than 20% (00200000) ONLY if loan was litigated and Judgment Indicator equals Y
298-308	Current Principal Balance	11	N	REQUIRED. Total principal amount <u>outstanding</u> as of Current Balance Date. Must <u>not</u> be greater than the Amount of Disbursement <u>plus</u> the Interest Capitalized by the GA and/or the Lender unless a judgment was rendered. Must be greater than or equal to \$100.00. Must be numeric

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
309-319	Current Interest Balance	11	N	REQUIRED. Total interest amount <u>outstanding</u> as of Current Balance Date. Must be numeric; may be zero
320-330	Current Treasury Offset Fees	11	N	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower for processing of Treasury offsets. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
331-341	Current Collection Fees	11	N	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower for contract of a private collection agency to execute collection attempts if such fees cannot be separated from other non-penalty fees, enter zero's and include these fees in Current Miscellaneous Fees. Must be numeric; may be zero. <u>Reports only the amount currently owed by the borrower, not contingency fees for an amount not collected</u>
342-352	Current Miscellaneous Fees	11	N	REQUIRED. Any <u>outstanding</u> fees which cannot be reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
353-363	Current Administrative Fees	11	N	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower in accordance with program requirements for account collection, <u>excluding</u> collection fees, Treasury offsets fees, and penalties reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
364-374	Current Penalties	11	N	REQUIRED. Total <u>outstanding</u> late fees and penalties assessed against the borrower in accordance with the program requirements as a result of late payments or invalid repayment instruments. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>

Note: Current Principal Balance, Current Interest Balance, Current Treasury Offset Fees, Current Collection Fees, Current Miscellaneous Fees, Current Administrative Fees, and Current Penalties should add up to the amount owed by the borrower as of the Current Balance Date.

375-382	Date Opened for Credit Bureau Reporting	8	N	REQUIRED. Date GA first reported the loan to credit bureaus. If unknown, enter the same date as the Date Claim Paid to Lender. In all cases, the date must be greater than or equal to the Date Claim Paid to Lender and less than the current date. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
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2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
383-390	Current Balance Date	8	N	REQUIRED. Date up to which interest was last accrued by the GA. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989) and less than the current date
391-400	Filler	10	A/N	Space fill
401-406	Claiming Lender ID Number	6	N	REQUIRED. Valid identification number of lending institution to whom claim was paid. Must be numeric
407-412	Original Lender ID Number	6	N	REQUIRED. Valid identification number of lending institution that originally made the loan. Must be numeric
413-418	School ID Number	6	N	REQUIRED. The valid FFEL identification number (six digits) of the education institution in which the student was enrolled or accepted at the time the loan was made. Must be numeric. If loan type = CONS, must be 088888
419-426	Date of Withdrawal	8	N	REQUIRED. Date, or best approximation, of student's departure/withdrawal from the educational institution for which the loan was granted. If Loan Type = PLUS, use date of Last Disbursement. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). If loan type = CONS, zero fill
427-434	Date of Default	8	N	REQUIRED. Date the loan defaulted, as defined in regulations. Must be after Date of Last Disbursement, except for PLUS loans. If not available, subtract one day from Date Claim Paid to Lender. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
435-445	Principal Amount Paid to Lender by GA	11	N	REQUIRED. Total amount of principal paid to the lender by the GA. Must <u>not</u> be greater than Amount of Disbursement plus Interest Capitalized by GA and/or Lender. Must be numeric
446-456	Interest Paid to Lender by GA	11	N	REQUIRED. Total amount of <u>non-capitalized</u> interest paid to the lender by the GA. Must be numeric; may be zero
457-464	Date Claim Paid to Lender	8	N	REQUIRED. Date on which the GA paid the claim to the lender. Must be after Date of Default. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
465-475	Interest Capitalized by GA and/or Lender	11	N	REQUIRED. Such accrued interest and unpaid insurance premiums on loan applied to the borrower's unpaid principal balance as authorized by the GA or the lender. If the lender <u>and</u> the GA both capitalized interest, include the total in this field. Must be numeric; may be zero
476-486	Amount Collected by GA	11	N	REQUIRED. Total amount of payment collected on loan by the GA through <u>all</u> actions (e.g., voluntary borrower payments, Treasury offsets, etc.). Must be numeric. If nothing was collected, zero fill
487-494	Date of Last Payment to GA	8	N	REQUIRED. Date of last payment by the borrower to the GA, including those payments received as a result of an involuntary action (e.g., Treasury offsets). Must be after Date Claim Paid to Lender. Zero fill if there were no payments. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
495-502	Date of Last Disbursement	8	N	REQUIRED. Date of last loan disbursement by the Lender (must be before Date of Default except for PLUS loans and equal to or after Date of First Disbursement). If only one disbursement was made, the date must equal Date of First Disbursement. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
503	Judgment Indicator	1	A/N	REQUIRED. If loan was litigated and a judgment was rendered, enter Y; otherwise, enter N. May <u>not</u> be blank
504-511	Date of Judgment	8	N	REQUIRED. Date on which judgment was rendered on amount and validity of the debt. If judgment was rendered, this field must contain the appropriate date. If not litigated, zero fill. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
512-519	Judgment Expiration Date	8	N	REQUIRED. Date on which the judgment expires according to the judgment document or state statute. If judgment was rendered this field must contain the appropriate date, which must be greater than the Date of Judgment. If not litigated, zero fill. Date must be in CCYYMMDD format (e.g., 20010630 = June 30, 2001)

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
520-527	Date of First Treasury Offset Certification	8	N	REQUIRED. Date the loan was <u>first</u> certified for participation in the Treasury Offset Program. If date is unknown and claim was paid after 1985, enter 1201 of year claim was paid if claim was paid between January and September or enter 1201 of the following year claim was paid between October and December. The date may not be later than the current year <u>or</u> before 1985. If <u>never</u> certified, zero fill. Date must be in CCYYMMDD format (e.g., 19891201 = December 1, 1989)
528-531	Loan Type	4	A/N	REQUIRED. Valid codes are: SFY(space) = Stafford Subsidized SFN(space) = Stafford Non-Subsidized SUU(space) = Stafford Unsubsidized CONS = Consolidated SLS(space) = Supplemental PLUS = PLUS
532-540	PLUS Student SSN	9	A/N	Social Security Number (SSN) of student for whom PLUS loan was granted. This field must contain a valid or pseudo SSN, as reported to NSLDS, if PLUS is indicated in Loan Type. If Loan Type does not equal PLUS, space fill
541	PLUS Student Name Type	1	A/N	Constant 1 when Loan Type equals PLUS. If Loan Type does not equal PLUS, space fill
542-561	PLUS Student Last Name	20	A/N	Current last name of student for whom PLUS loan granted. May <u>not</u> be blank and must begin with letter of the alphabet. If the student has a single name, enter name here. If Loan Type does not equal PLUS, space fill
562-581	PLUS Student First Name	20	A/N	First name of student for whom PLUS loan was granted. Must begin with a letter of the alphabet. If the student has no first name, enter NFN. If the Loan Type does not equal PLUS, space fill
582-601	PLUS Student Middle Name	20	A/N	Middle name or initial of student for whom PLUS loan was granted. Must begin with a letter of the alphabet. If Loan Type does not equal PLUS, space fill
602-610	Cosigner SSN	9	A/N	Social Security Number (SSN) of the cosigner as it appears on the application. If cosigner data is not available, this field, as well as the following cosigner fields, must contain spaces. If the cosigner data is available but the SSN is not available, enter zeros for the SSN; otherwise, this field must be a valid SSN and not equal to the borrower SSN

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
611	Cosigner Name Type	1	A/N	Constant 1 when cosigner information is available; otherwise, space fill
612-631	Cosigner Last Name	20	A/N	The current last name of the cosigner for the loan. If there is a cosigner, this field may <u>not</u> be blank and must begin with a letter of the alphabet. If the cosigner has a single name, enter name here. Space fill if no cosigner data is available
632-651	Cosigner First Name	20	A/N	The first name of the cosigner for the loan. If there is a cosigner, this field may <u>not</u> be blank and must begin with a letter of the alphabet. If the cosigner has no first name, enter NFN. Space fill if no cosigner data is available
652-671	Cosigner Middle Name	20	A/N	The middle name or initial of the cosigner for the loan. Must begin with a letter of the alphabet; otherwise, space fill
672-711	Cosigner Street Address 1	40	A/N	If there is a cosigner, enter the last known address (house/apartment number and street name) of the cosigner for the loan, even if it is known to be a bad address. If a street address is not available, enter NO STREET ADDRESS
712-751	Cosigner Street Address 2	40	A/N	The last known street address (house/apartment number and street name) of the cosigner for the loan continued. If the cosigner has a foreign address, enter the city in this field. If not needed, space fill
752-781	Cosigner City	30	A/N	If there is a cosigner, enter the last known city in which the cosigner resided. If not needed or unknown, space fill. If a foreign address, enter the country name in this field
782-783	Cosigner State	2	A/N	The last known state in which the cosigner resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not needed or unknown, space fill
784-813	Filler	30	A/N	Space fill
814-822	Cosigner Zip Code	9	A/N	Nine-digit zip code of the last known address of the cosigner. If only the five-digit code is available, left justify and space fill. If a foreign country (FC), enter zeros. If not needed or unknown, space fill
823-832	Cosigner Work Phone	10	A/N	If applicable, the last known area code and telephone number of the cosigner's workplace. Space fill if the number is not available

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
833-842	Cosigner Home Phone	10	A/N	If applicable, the last known area code and telephone number of the cosigner's residence. Space fill if the number is not available
843-850	Cosigner Birth Date	8	A/N	If applicable, the cosigner's date of birth. Date must be in CCYYMMDD format (e.g., 19891201 = December 1, 1989). Must be at least 10 years less than Date of Loan Guaranty. If not available, enter zeros
851-853	Reference 1 Type	3	A/N	The relationship of the <u>first</u> reference individual to the borrower: PAR = parent REL = relative FRI = friend EMP = employer COS = cosigner OTH = other May <u>not</u> be blank if reference data is provided
854	Reference 1 Name Type	1	A/N	Constant 1 when <u>first</u> reference individual information is available; otherwise, space fill
855-874	Reference 1 Last Name	20	A/N	Last name of the <u>first</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has a single name, enter name here; otherwise, space fill
875-894	Reference 1 First Name	20	A/N	First name of the <u>first</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has no first name, enter NFN; otherwise, space fill
895-914	Reference 1 Middle Name	20	A/N	Middle name or initial of the <u>first</u> reference individual. When present, must begin with a letter of the alphabet; otherwise, space fill
915-954	Reference 1 Street Address 1	40	A/N	Last known street address (house/apartment number and street name) of the <u>first</u> reference individual, even if it is known to be a bad address. If a street address is not available, enter NO STREET ADDRESS
955-994	Reference 1 Street Address 2	40	A/N	Last known street address (house/apartment number and street name) of the <u>first</u> reference individual continued. If a foreign address, enter the city in this field. If not needed, space fill
995-1024	Reference 1 City	30	A/N	Last known city in which the <u>first</u> reference individual resided. If not needed or unknown, space fill. If a foreign address, enter the country name in this field

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1025-1026	Reference 1 State	2	A/N	Last known state in which the <u>first</u> reference individual resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not needed or unknown, space fill
1027-1056	Filler	30	A/N	Space fill
1057-1065	Reference 1 Zip Code	9	A/N	Nine-digit zip code of the last known address of the <u>first</u> reference individual. If only the five digit code is available, left justify and space fill. If a foreign country (FC), enter zeros. If not needed or unknown, space fill
1066-1075	Reference 1 Work Phone	10	A/N	Last known area code and telephone number of the <u>first</u> reference individual's work place. Space fill if the number is not available
1076-1085	Reference 1 Home Phone	10	A/N	Last known area code and telephone number of the <u>first</u> reference individual's residence. Space fill if the number is not available

Note: If no Reference 2 information is available, positions 1086-1320 must contain spaces.

1086-1088	Reference 2 Type	3	A/N	The relationship of the <u>second</u> reference individual to the borrower: PAR = parent REL = relative FRI = friend EMP = employer COS = cosigner OTH = other May <u>not</u> be blank if reference data is provided
1089	Reference 2 Name Type	1	A/N	Constant 1 when <u>second</u> reference individual information is available; otherwise, space fill
1090-1109	Reference 2 Last Name	20	A/N	Last name of the <u>second</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has a single name, enter name here. If not needed, space fill
1110-1129	Reference 2 First Name	20	A/N	First name of the <u>second</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has no first name, enter NFN; otherwise, space fill
1130-1149	Reference 2 Middle Name	20	A/N	Middle name or initial of the <u>second</u> reference individual. When present, must begin with a letter of the alphabet; otherwise, space fill

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1150-1189	Reference 2 Street Address 1	40	A/N	Last known street address (house/apartment number and street name) of the <u>second</u> reference individual, even if it is known to be a bad address. If a street address is not available, enter NO STREET ADDRESS
1190-1229	Reference 2 Street Address 2	40	A/N	Last known street address (house/apartment number and street name) of the <u>second</u> reference individual continued. If a foreign address, enter the city in this field. If not needed, space fill
1230-1259	Reference 2 City	30	A/N	Last known city in which the <u>second</u> reference individual resided. If not needed or unknown, space fill. If a foreign address, enter the country name in this field
1260-1261	Reference 2 State	2	A/N	Last known state in which the <u>second</u> reference individual resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not needed or unknown, space fill
1262-1291	Filler	30	A/N	Space fill
1292-1300	Reference 2 Zip Code	9	A/N	Nine-digit zip code of the last known address of the <u>second</u> reference individual. If only the five-digit code is available, left justify and space fill. If a foreign county (FC), enter zeros. If not needed or unknown, space fill
1301-1310	Reference 2 Work Phone	10	A/N	Last known area code and telephone number of the <u>second</u> reference individual's work place. Space fill if the number is not available
1311-1320	Reference 2 Home Phone	10	A/N	Last known area code and telephone number of the <u>second</u> reference individual's residence. Space fill if the number is not available
1321-1332	Filler	12	A/N	Space fill
1333	Indicator of Separate Loan	1	A/N	REQUIRED. The indicator used to differentiate among multiple loans of the same type with the same Date of Loan Guaranty for the same student attending the same school. Must be A-Z and equal to the character that was reported to NSLDS for this loan. May not be spaces
1334	Mail Delivery Indicator	1	A/N	REQUIRED. Enter U to indicate that mail sent to the borrower address provided on the tape was returned as undeliverable. Enter D to indicate that mail sent to the borrower address provided on the tape was deliverable

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1335-1345	Amount of Loan Guaranty	11	N	REQUIRED. The <u>original</u> loan guaranty amount before any cancellations. May not be less than Amount of Disbursement
1346	Current Interest Rate Type	1	A/N	REQUIRED. The current interest rate type. Valid values are: F = fixed 8 = 8-10% balloon rate A = Variable rate based on 91-day T-Bill rate B = Variable rate based on 52-week T-Bill rate When A or B, Variable Interest Add-On Rate and Interest Rate Cap must also be supplied
1347-1354	Collection Fee Cap	8	N	REQUIRED. The maximum rate of Collection Fee that can be applied, as indicated on the Promissory Note. Must be numeric; two positions before and six positions after an assumed decimal point (e.g., 00250000 = 25%). If no cap, enter 99999999
1355-1362	Date of First Disbursement	8	N	REQUIRED. Date on which the first disbursement was made to the borrower by the lender. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). Cannot be before Date of Loan Guaranty. Cannot be after Date of Last Disbursement
1363-1370	Variable Interest Add-On Rate	8	N	REQUIRED. A component of the variable interest rate that is fixed for the full term of the loan. This value, when added to the T-Bill value for a given year, is the variable interest rate for that year. Must be a valid value when Current Interest Rate Type = A or B. When Current Interest Rate Type = F or 8, enter zeros. May not be greater than 10%. Must be numeric; two positions before and six positions after an assumed decimal point (e.g., 00040000 = 4%)
1371-1378	Interest Rate Cap	8	N	REQUIRED. The highest interest that can be charged for the loan. This rate is fixed for the duration of the debt. Must be a valid value when current Interest Rate Type = A or B; may not be less than the current Interest Rate or greater than 20%. When Current Interest Rate Type = F or 8, enter zeros. Must be numeric; two positions before and six positions after an assumed decimal point (e.g., 00040000 = 4%)
1379	FDP Indicator	1	A/N	REQUIRED. Enter Y if the borrower has been identified as a Federal employee; otherwise, enter N

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1380-1381	Interest Deduction Months	2	N	REQUIRED. Number of months in repayment used in computing the 60-month period for reporting the 1098 interest deduction to the IRS. If not known, zero fill. If more than 60, enter 60
1382-1389	Date Entered Repayment	8	N	REQUIRED. The date when the loan entered repayment or is scheduled to enter repayment for cohort default rate purposes. If Loan Type = SFN, SFY, or SUU, enter the day after the end of the grace period. If Loan type = SLS, enter the day after the borrower stopped being enrolled at least haltime. If loan Type = CONS, enter the Date of First Disbursement. If loan Type = PLUS, enter the Date of Last Disbursement. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
1390-1397	PLUS Student's Birth Date	8	A/N	REQUIRED. If Loan Type = PLUS. Date of birth of student for whom the PLUS loan was granted. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). Must be a valid date and at least 10 years less than Date of Loan Guaranty. If unknown, enter zeros. If Loan Type does not equal PLUS, space fill
1398-1405	OPE School ID	8	N	REQUIRED. The valid OPE identification number, as reported to NSLDS, of the educational institution in which the student was enrolled or accepted for enrollment at the time the loan was guaranteed. If Loan Type = CONS, enter 88888800
1406-1520	Filler	94	A/N	Space fill
1521-1536	Bankruptcy Case Number	16	A/N	REQUIRED. Bankruptcy Case Number. May not be blank. Case level field
1537-1552	Adversary Case Number	16	A/N	Adversary Case Number. May be spaces if no adversary exists. Case level field
1553-1592	Trustee Name	40	A/N	REQUIRED. Last name of Trustee, (comma) first initial according to the latest information available to the guarantor. If Chapter 13 bankruptcy, may not be blank and must begin with a letter of the alphabet. Case level field
1593-1632	Court Name	40	A/N	REQUIRED. Court name = two character state code followed by two asterisks (**) followed by court city (i.e., MN**St. Paul). Case level field
1633-1640	Bankruptcy Filing Date	8	N	REQUIRED. Bankruptcy filing date. Must be valid date yyyymmdd. Must not be blank. Case level field

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1641-1648	POC Deadline Date	8	N	REQUIRED. Proof of claim deadline date. Must be valid date yyyymmdd. Required if POC filed. Case level field
1649-1656	POC OF CLAIM (POC) FILING DATE	8	N	REQUIRED. Proof of claim filing date. Must be valid date yyyymmdd, must not be less than the bankruptcy filing date. Required if POC filed. Case level field
1657-1667	PROOF OF CLAIM (POC) AMOUNT	11	N	REQUIRED. Total dollar amount filed with the proof of claim. Must be numeric. Required if POC filed. Case level field
1668-1675	Date of Indebtness	8	N	Date of Indebtness as provided on the proof of claim. Must be valid date yyyymmdd, must not be blank. Case level field
1676	Adversary Indicator	1	A	If an adversary was filed enter "Y" otherwise "N". NOTE: If "Y," adversary must be concluded prior to submission. Field may not be blank. Case level field
1677-1684	Adversary Conclusion Date	8	N	Date the adversary was concluded. Must be valid date yyyymmdd. Field may not be blank if adversary indicator is equal to "Y". Case level field
1685-1692	Summons Issuance Date	8	N	Summons issuance date. Must be valid date yyyymmdd. If summons filed, this field must be valid must be valued. If summons not issued, zero fill
1693-1700	Summons Answer Date	8	N	Summons answer date. Must be valid date yyyymmdd. If summons was answered, this field must be valued. If summons not answered, zero fill. Case level field
1701-1740	Debtor Attorney Name	40	A/N	Last name, (comma) (space) first name (space) middle initial of the attorney representing the debtor. If only law firm listed value field with firm name. May not be blank. Case level field
1741-1780	Debtor Attorney Address Street Line 1	40	A/N	Street Address for debtor's attorney. May not be blank. Case level field
1781-1820	Debtor Attorney Address Street Line 2	40	A/N	Street address for debtor's attorney. If foreign address enter city in this field. Space fill if not needed or unknown. May not be blank. Case level field
1821-1850	Debtor Attorney City	30	A/N	City for the debtor's attorney. If foreign address address enter country in this field. May not be blank. Case level field

2.4 ASSIGNMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1881-1852	Debtor Attorney State	2	A/N	Standard abbreviation (or FC) for state in which the the debtor's attorney resides. May not be blank. Case level field
1853-1861	Debtor Attorney Zip Code	9	A/N	Nine digit zip code for debtor's attorney. If only the five digits available, left justify and space fill. If foreign country enter zeros. May not be blank. Case level field
1862-1871	Debtor Attorney Phone	10	A/N	Area code and phone number for debtor's attorney. Space fill if not known. Case level field
1872-1882	Amount Collected Under Chapter 13 Plan	11	N	Total amount collected by GA through trustee payments. Must be numeric. Optional. Loan level field
1883-2100	Filler	218	A/N	Space fill

Appendix 3

Manual Bankruptcy Assignment Form

The Manual Assignment Form is to be used if you are transferring loans and are not using one of the automated processes. Instructions for the completion of the form are listed below and a copy of the form follows. The form can also be accessed on our web site at www.ecmc.org. There, you will find that the form can be printed and filled out, or it can be filled out online and then printed. A single page one of the Manual Assignment Form can be submitted for each borrower. However, a separate page two needs to be completed for each loan transferred.

Page 1 (Guarantor information and fields 1-14 need only be completed once for each borrower.)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
	Name of guarantor	Name of guarantor transferring the loan(s)
	Signature of officer	Authorized signature of the transferring guarantor
	Date	Date of transfer
	Type name of officer	Typed or printed name of authorized signature
	Title	Title of authorized signature

Page 1 - Section A - Borrower information

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
1	Borrower Current Name (Last, first, middle)	REQUIRED. Name of the borrower, according to the latest information available to the guarantor. May <u>not</u> be blank and must begin with a letter of the alphabet. Must be entered last, first middle (if any)
2	Social Security Number	REQUIRED. Borrower's Social Security Number (SSN). Must be a valid SSN
3	Borrower Birth Date	REQUIRED. Borrower's date of birth. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989). Must be a valid date and at least 10 years less than Date of Loan Guaranty (box 51). If not available, leave blank
4	Mail Delivery Indicator	REQUIRED. Enter U to indicate that mail sent to the borrower address provided was returned as undeliverable. Enter D to indicate that mail sent to the borrower address provided was deliverable
5	FDP Indicator	REQUIRED. Enter Y if the borrower has been identified as a Federal employee; otherwise, enter N
6	Borrower Previous Last Name	OPTIONAL. Other last name by which borrower may have been known (maiden, legal change, alias, etc.). Use the name on the Promissory Note if that name is not the Borrower Current Last Name (box 1). If none, leave blank
7	Borrower Work Phone	OPTIONAL. Area code and telephone number of the borrower's last known work place. If unknown, leave blank

Page 1 - Section A - Borrower information (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
8	Borrower Home Phone	OPTIONAL. Area code and telephone number of the borrower's last known residence. If number is not available, leave blank
9	Borrower Street Address (1)	REQUIRED. Last known street address (house/apartment number and street name) of the borrower. If unknown, enter NO STREET ADDRESS
10	Borrower Street Address (2)	OPTIONAL. Last known street address (house/apartment number and street name) of the borrower continued. If a foreign address, enter city in this field. If not needed or unknown, leave blank
11	Borrower City	OPTIONAL. Last known city in which the borrower resided. If unknown, leave blank
12	Borrower State	OPTIONAL. Last known state in which the borrower resided (standard two-letter abbreviation or FC if the address is a foreign country). If unknown, leave blank
13	Borrower Zip Code	OPTIONAL. Nine-digit (or five-digit) zip code of the borrower's last known address. If a foreign country, enter zeros. If unknown, leave blank
14	Foreign Country	OPTIONAL. Last known country of the borrower residence, if a foreign country. May be blank
	Number of Loans Assigned for This Borrower	REQUIRED. The number of loans included with the assignment form for this borrower

Page 2 (A separate page 2 needs to be completed for each loan transferred.)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
	Borrower	REQUIRED. Same as the information from page 1
	SSN	REQUIRED. Same as the information from page 1

Page 2 - Section B – Cosigner and reference information

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
15	Cosigner Name	Current name of the cosigner for the loan. May <u>not</u> be blank if there is a cosigner. Must begin with a letter of the alphabet. Must be entered last, first, middle (if any)
16	Cosigner SSN	Cosigner's Social Security Number (SSN) as it appears on the application. If cosigner data is available but SSN is not, enter zeros as SSN. Must not be the same SSN as the borrower

Page 2 - Section B – Cosigner and reference information (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
17	Cosigner Street Address	Last known street address (house/apartment number and street name) of the cosigner, even if it is known to be a bad address. If unknown, enter NO STREET ADDRESS
18	Foreign Country	Last know country of cosigner residence if a foreign country. May be blank
19	Cosigner City	Last city in which the cosigner resided. If unknown, leave blank
20	Cosigner State	Last known state in which the cosigner resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not known, leave blank
21	Cosigner Zip Code	Nine-digit (or five-digit) zip code of the cosigner's last known address. If a foreign country, enter zeros. May be blank
22	Cosigner Work Phone	Area code and telephone number of the cosigner's last known work place. May be blank
23	Cosigner Home Phone	Area code and telephone number of the cosigner's last known residence. If number is not available, leave blank
24	Cosigner Birth Date	Cosigner's date of birth. Date must be in MM/DD/CCYY format (e.g., 12/01/1989 = December 1, 1989). Must be a valid date and at least 10 years less than Date of Loan Guaranty (box 51). If not available, leave blank
25	Reference 1 Name	Name of the <u>first</u> reference individual for the borrower as it appears on the application. May <u>not</u> be blank if there is a reference. Must begin with a letter of the alphabet. Must be entered last, first, middle (if any)
26	Reference 1 Type	Relationship of the <u>first</u> reference individual to the borrower: PAR = parent REL = relative FRI = friend EMP = employer COS = cosigner OTH = other May <u>not</u> be blank if reference data is provided
27	Reference 1 Street Address	Last known street address (house/apartment number and street name) of the <u>first</u> reference, even if it is known to be a bad address. If a street address is unknown, enter NO STREET ADDRESS
28	Reference 1 City	Last known city in which the <u>first</u> reference resided. If unknown, leave blank

Page 2 - Section B – Cosigner and reference information (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
29	Reference 1 State	Last known state in which the <u>first</u> reference resided (standard two letter abbreviation or FC if the address is located in a foreign country). If unknown, leave blank
30	Reference 1 Zip Code	Nine-digit (or five-digit) zip code of the <u>first</u> reference's last known address. If a foreign country, enter zeros. May be blank
31	Foreign Country	Last known country of the <u>first</u> reference's residence if a foreign country. May be blank
32	Reference 1 Work Phone	Area code and telephone number of the <u>first</u> reference's last known work place. If unknown, leave blank
33	Reference 1 Home Phone	Area code and telephone number of the <u>first</u> reference's last known residence. If unknown, leave blank
34	Reference 2 Name	Name of the <u>second</u> reference individual for the borrower as it appears on the application. May <u>not</u> be blank if there is a reference. Must begin with a letter of the alphabet. Must be entered last, first, middle (if any)
35	Reference 2 Type	Relationship of the <u>second</u> reference individual to the borrower: PAR = parent REL = relative FRI = friend EMP = employer COS = cosigner OTH = other May <u>not</u> be blank if reference data is provided
36	Reference 2 Street Address	Last known street address (house/apartment number and street name) of the <u>second</u> reference, even if it is known to be a bad address. If a street address is unknown, enter NO STREET ADDRESS
37	Reference 2 City	Last known city in which the <u>second</u> reference resided. If unknown, leave blank
38	Reference 2 State	Last known state in which the <u>second</u> reference resided (standard two letter abbreviation or FC if the address is located in a foreign country). If unknown, leave blank
39	Reference 2 Zip Code	Nine-digit (or five-digit) zip code of the <u>second</u> reference's last known address. If a foreign country, enter zeros. May be blank
40	Foreign Country	Last known country of the <u>second</u> reference's residence if a foreign country. May be blank

Page 2 - Section B – Cosigner and reference information (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
41	Reference 2 Work Phone	Area code and telephone number of the <u>second</u> reference's last known work place. If unknown, leave blank
42	Reference 2 Home Phone	Area code and telephone number of the <u>second</u> reference's last known residence. If unknown, leave blank

Page 2 - Section C – Loan information: historical

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
43	Indicator of Separate Loan	REQUIRED. The indicator used to differentiate among multiple loans of the same type with the same Date of Loan Guaranty (box 51) for the same student attending the same school. Must be A-Z and equal to the character that was reported to NSLDS for this loan. May not be blank
44	Loan Type	REQUIRED. Valid codes are: SFY = Stafford Subsidized SFN = Stafford Non-Subsidized SUU = Stafford Unsubsidized CONS = Consolidated SLS = Supplemental PLUS = PLUS
45	Claiming Lender ID Number	REQUIRED. Valid identification number of lending institution to whom claim was paid. Must be numeric
46	Original Lender ID Number	REQUIRED. Valid identification number of lending institution that originally made the loan. Must be numeric

Note: If the Loan Type = PLUS, boxes 47, 48, and 49 must contain valid data, otherwise, they may be blank.

47	PLUS Student Name	Current name of student for whom PLUS loan was approved. Must begin with letter of the alphabet. If Loan Type (box 44) does not equal PLUS, leave blank
48	PLUS Student SSN	Social Security Numbers (SSN) of student for whom PLUS loan was granted. This field must contain a valid or pseudo SSN, as reported to NSLDS, if PLUS is indicated in Loan Type (box 44). If Loan Type does not equal PLUS, leave blank
49	PLUS Student Birth Date	Required when Loan Type (box 44) = PLUS. The date of birth of the student for whom the PLUS loan was granted. Must be a valid date in MM/DD/CCYY format (e.g., 12/01/1989 = December 1, 1989). Must be at least 10 years less than Date of Loan Guaranty (box 51). If unknown or if Loan Type does not equal PLUS, leave blank

Page 2 - Section C – Loan information: historical (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
50	School ID Number	REQUIRED. Valid FFEL identification number (six digits) of the education institution attended by the student. Must be numeric. If Loan Type (box 44) = CONS, enter 088888
51	Date of Loan Guaranty	REQUIRED. Date on which the loan guaranty was first issued. Must be before or equal to Date of First Disbursement (box 52) and after November 7, 1965. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)
52	Date of First Disbursement	REQUIRED. Date on which the first disbursement was made to the borrower by the lender. Cannot be before Date of Loan Guaranty (box 51). Cannot be after Date of Last Disbursement (box 53). Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)
53	Date of Last Disbursement	REQUIRED. Date of last loan disbursement to the borrower by the lender. Must be before Date of Default (box 56), except for PLUS loans, and equal to or after Date of First Disbursement (box 52). If only one disbursement was made, the date must equal Date of First Disbursement. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)
54	Date of Withdrawal	REQUIRED. Date, or best approximation, of student's departure/withdrawal from the educational institution for which the loan was granted. If Loan Type (box 44) = PLUS, use date of Last Disbursement (box 53). Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989). If loan type = CONS, leave blank
55	Date Entered Repayment	REQUIRED. The date when the loan entered repayment or is scheduled to enter repayment for cohort default rate purposes. If Loan Type (box 44) = SFN, SFY, or SUU, enter the day after the end of the grace period. If Loan type = SLS, enter the day after the borrower stopped being enrolled at least halftime. If loan Type = PLUS, enter the date of Last Disbursement. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)
56	Date of Default	REQUIRED. Date the loan defaulted, as defined in regulations. Must be after Date of Last Disbursement (box 53), except for PLUS loan. If not available, subtract one day from Date Claim Paid to Lender (box 57). Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)
57	Date Claim Paid to Lender	REQUIRED. Date on which the GA paid the claim to the lender. Must be after Date of Default (box 56). Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)

Page 2 - Section C – Loan information: historical (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
58	Date of Last Payment to GA	REQUIRED. Date of last payment by the borrower to the GA, including those payments received as a result of an involuntary action (e.g., Treasury offsets). Must be after Date Claim Paid to Lender (box 57). Must have a valid date if the amount Collected by GA (box 73) is greater than 0. Leave blank if there were no payments. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)
59	Date of First Treasury Offset Certification	REQUIRED. Date the loan was <u>first</u> certified for participation in the Treasury Offset Program. If the date is unknown and claim was paid after 1985, enter 1201 of year claim was paid if claim was paid between January and September or enter 1201 of the following year claim was paid between October and December. The date may not be later than the current year <u>or</u> before 1985. If <u>never</u> certified, leave blank. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)
60	Date of Judgment	REQUIRED. Date on which judgment was rendered on amount and validity of the debt. If judgment was rendered, this field must contain the appropriate date. If not litigated, leave blank. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)
61	Judgment Expiration Date	REQUIRED. Date on which the judgment expires according to the judgment document or state statute. If a judgment was rendered, this field must contain the appropriate date, which must be greater than the Date of Judgment (box 60). If not litigated, leave blank. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)
62	Interest Deduction Months	REQUIRED. Number of months in repayment used in computing the 60-month period for reporting the 1098 interest deduction to the IRS. If not known, leave blank. If more than 60, enter 60
63	Amount of Disbursement	REQUIRED. Cumulative net amount of loan actually disbursed to borrower. Must be numeric and more than \$0.00. Should match total of all disbursements, excluding cancellations, on the Promissory Note unless they are for different loan types. Should match amount reported to NSLDS
64	Date Opened for Credit Bureau Reporting	REQUIRED. Date GA first reported the loan to credit bureaus. If unknown, enter the same date as the Date Claim Paid to Lender (box 57). In all cases, the date must be equal to or greater than the Date Claim Paid to Lender and less than the current date. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989)

Page 2 - Section C – Loan information: historical (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
65	Amount of Loan Guaranty	REQUIRED. The <u>original</u> loan guaranty amount before any cancellations. May not be less than Amount of Disbursement (box 63)
66	OPE School ID	REQUIRED. The valid OPE identification number (eight digits), as reported to NSLDS, of the educational institution in which the borrower was enrolled or accepted for enrollment at the time the loan was guaranteed. If Loan Type (box 44) = CONS, enter 88888800
67	Current Interest Rate Type	REQUIRED. The current interest rate type. Valid values are: F = fixed 8 = 8-10% balloon rate A = Variable rate based on 91-day T-Bill rate B = Variable rate based on 52-week T-Bill rate When A or B, Variable Interest Add-On Rate (box 69) and Interest Rate Cap (box 70) must also be supplied
68	Current Interest Rate	REQUIRED. The current interest rate on the loan. Must be percentage. May be less than 4% or more than 20% ONLY if loan was litigated
69	Variable Interest Add-On Rate	REQUIRED if loan has a variable interest rate. A component of the variable interest rate that is fixed for the full term of the loan. This value, when added to the T-Bill value for a given year, is the variable interest rate for that year. Must be appropriate value when Current Interest Rate Type (box 67) = A or B; otherwise leave blank. May not be greater than 10%. Must be percentage (e.g., 3.10%)
70	Interest Rate Cap	REQUIRED if loan has a variable interest rate. The highest interest that can be charged for the loan. This rate is fixed for the duration of the debt. Must be a valid value when current Interest Rate Type (box 67) = A or B; may not be less than the current Interest Rate or greater than 20%. When Current Interest Rate Type = F or 8, leave blank. Must be percentage (e.g., 3.10%)
71	Current Balance Date	REQUIRED. Date up to which interest was last accrued by the GA. Date must be in MM/DD/CCYY format (e.g., 01/01/1989 = January 1, 1989) and less than current date
72	Collection Fee Cap	REQUIRED. The maximum rate of Collection Fee that can be applied, as indicated on the Promissory Note. Must be percentage (e.g., 18.75%). If no cap, enter 99.99%
73	Amount Collected by GA	REQUIRED. Total amount of payment collected on loan by the GA through <u>all</u> actions (e.g., voluntary borrower payments, Treasury offsets, etc.). Must be numeric. If nothing was collected, enter zero

Page 2 - Section C – Loan information: historical (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
74	Principal Amount Paid to Lender by GA	REQUIRED. Total amount of principal paid to the lender by the GA. Must <u>not</u> be greater than Amount of Disbursement (box 63) plus Interest Capitalized by GA and/or Lender (box 76). Must be numeric
75	Interest Paid to Lender by GA	REQUIRED. Total amount of <u>non-capitalized</u> interest paid to the lender by the GA. Must be numeric; may be zero
76	Interest Capitalized by GA and/or Lender	REQUIRED. Such accrued interest and unpaid insurance premiums on loan applied to the borrower's unpaid principal balance as authorized by the GA or the lender. If the lender <u>and</u> the GA both capitalized interest, include the total in this field. Must be numeric; may be zero
77	Current Principal Balance	REQUIRED. Total principal amount <u>outstanding</u> as of Current Balance Date (box 71). Must <u>not</u> be greater than the Amount of Disbursement (box 63) <u>plus</u> the Interest Capitalized by the GA and/or the Lender (box 76) unless a judgment was rendered. Must be <u>greater</u> than \$100.00. Must be numeric
78	Current Interest Balance	REQUIRED. Total interest amount <u>outstanding</u> as of Current Balance Date (box 71). Must be numeric; may be zero
79	Current Penalties	REQUIRED. Total <u>outstanding</u> late fees and penalties assessed against the borrower in accordance with the program requirements as a result of late payments or invalid repayment instruments. May be zero. <u>Report only the amount currently owed by the borrower</u>
80	Current Collection Fees	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower for contract of a private collection agency to execute collection attempts. If such fees cannot be separated from other non-penalty fees, enter zero and include these fees in Current Miscellaneous Fees (box 83). Must be numeric; may be zero. <u>Reports only the amount currently owed by the borrower, not contingency fees for an amount not collected</u>
81	Current Treasury Offset Fees	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower for processing of Treasury offsets. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
82	Current Administrative Fees	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower in accordance with program requirements for account collection, <u>excluding</u> collection fees, Treasury offsets fees, and penalties reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>

Page 2 - Section C – Loan information: historical (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
83	Current Miscellaneous Fees	REQUIRED. Any <u>outstanding</u> fees which cannot be reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>

If you have any questions on completing the form, please contact:

Sue Rehak
Senior Transfer Processor
Telephone 651.325.3301
Fax 651.325.3323
e-mail srehak@ecmc.org

ECMC MANUAL
ASSIGNMENT FORM
FOR BANKRUPTCY LOANS

**All rights, title, and interest of the undersigned is hereby assigned to the
Educational Credit Management Corporation**

Name of Guarantor

Signature of Officer

Date

Type Name of Officer

Title

SECTION A - BORROWER INFORMATION (Complete once for all loans for this borrower)

1. Borrower Current Name (Last, First, Middle)

2. Borrower SSN

3. Borrower Birth Date (MM/DD/CCYY)

4. Mail Delivery Indicator (U or D)

5. FDP Indicator (Y or N)

6. Borrower Previous Last Name

7. Borrower Work Phone

8. Borrower Home Phone

9. Borrower Street Address (1)

10. Borrower Street Address (2)

11. Borrower City

12. Borrower State

13. Borrower Zip Code

14. Foreign Country

Number of Loans Assigned for This
Borrower

This page may be detached and used once for all loans to be assigned for a specific borrower

ECMC ASSIGNMENT FORM

BORROWER NAME:

SSN:

SECTION B - COSIGNER AND REFERENCES INFORMATION (complete separately for each loan)

15. Cosigner Name (Last, First, Middle)		16. Cosigner SSN
17. Cosigner Street Address		18. Foreign Country
19. Cosigner City	20. Cosigner State	21. Cosigner Zip Code
22. Cosigner Work Phone	23. Cosigner Home Phone	24. Cosigner Birth Date (MM/DD/CCYY)
25. Reference 1 Name (Last, First, Middle)		26. Reference 1 Type
27. Reference 1 Street Address		
28. Reference 1 City	29. Reference 1 State	30. Reference 1 Zip Code
31. Foreign Country	32. Reference 1 Work Phone	33. Reference 1 Home Phone
34. Reference 2 Name (Last, First, Middle)		35. Reference 2 Type
36. Reference 2 Street Address		
37. Reference 2 City	38. Reference 2 State	39. Reference 2 Zip Code
40. Foreign Country	41. Reference 2 Work Phone	42. Reference 2 Home Phone

SECTION C - HISTORICAL LOAN INFORMATION (complete separately for each loan)

43. Indicator of Separate Loan	44. Loan Type	45. Claiming Lender ID Number
46. Original Lender ID Number	47. PLUS Student Name (Last, First, Middle)	
48. PLUS Student SSN	49. PLUS Student Birth Date (MM/DD/CCYY)	50. School ID Number
51. Date of Loan Guaranty (MM/DD/CCYY)	52. Date of First Disbursement (MM/DD/CCYY)	53. Date of Last Disbursement (MM/DD/CCYY)
54. Date of Withdrawal (MM/DD/CCYY)	55. Date Entered Repayment (MM/DD/CCYY)	56. Date of Default (MM/DD/CCYY)
57. Date Claim Paid to Lender (MM/DD/CCYY)	58. Date of Last Payment to GA (MM/DD/CCYY)	59. Date of First Treasury Offset Certification (MM/DD/CCYY)
60. Date of Judgment (MM/DD/CCYY)	61. Judgment Expiration Date (MM/DD/CCYY)	62. Interest Deduction Months
63. Amount of Disbursement	64. Date Opened for Credit Bureau Reporting (MM/DD/CCYY)	65. Amount of Loan Guaranty
66. OPE School ID	67. Current Interest Rate Type	68. Current Interest Rate
69. Variable Interest Add-On Rate	70. Interest Rate Cap	71. Current Balance Date (MM/DD/CCYY)
72. Collection Fee Cap		73. Amount Collected by GA
74. Principal Amount Paid to Lender by GA		75. Interest Paid to Lender by GA
76. Interest Capitalized by GA and/or Lender		77. Current Principal Balance
78. Current Interest Balance		79. Current Penalties
80. Current Collection Fees		81. Current Treasury Offset Fees
82. Current Administrative Fees		83. Current Miscellaneous Fees

Appendix 4

Bankruptcy Transfer Worksheet

The Bankruptcy Transfer Worksheet is to be used if you are using the fully automated process. Instructions for completing the form are below and a copy of the form follows. The form can also be accessed on our web site at www.ecmc.org. There you will find that the form can be printed and filled out, or it can be filled out online and then printed. The Bankruptcy Transfer Worksheet should be completed at a bankruptcy case level. All of the information is required unless otherwise noted.

SSN	Borrower's social security number
Last name	Borrower's last name
Case number	Bankruptcy case number for the borrower
Transferring agency	Name of the agency transferring the loan
Trustee	Full name for the trustee representing the borrower
Court	District, state, and city of the court where the bankruptcy was filed
Adversary indicator	If adversary was filed use Y, if adversary was not filed use N
Adversary case number	If adversary indicator is Y, otherwise leave blank
Attorney information	Name, address and telephone number of attorney representing the borrower
Summons date	Date the Summons and Complaint was issued. If applicable
Answer date	Date the Summons and Complaint was answered. If applicable
Adversary conclusion date	If adversary indicator is Y, otherwise blank
Proof of claim amount	Amount the POC was filed for
Indebted date	Date the claim was paid
POC deadline	Date the POC needs to be filed by
POC filing date	Date the POC was filed
Bankruptcy filing date	Date the bankruptcy was filed
Return mail indicator	N=no return mail received. Y=return mail has been received. Case level. May be blank
First disbursement date	The first disbursement date of the loan
Disbursement amount	The amount of all valid (non-cancelled) loans
Payments made to plan	Total amount of payments that were made to the plan (loan level). May be blank

School branch code	School branch code as assigned by ED. This field is linked to the school ID number on the mandatory assignment record layout. Loan level. May be blank
Interest rate type	The type of interest rate the loan is set at. S=semi fixed, F=fixed, V=variable. Loan level. May be blank
Subsidized/unsubsidized	S=subsidized Stafford loan. U=unsubsidized Stafford loan

SSN

LAST NAME

CASE NUMBER

TRANSFERRING AGENCY

TRUSTEE

COURT

ADVERSARY IND

ADVERS CASE

ATTORNEY INFORMATION	
NAME	<input type="text"/>
STREET 1	<input type="text"/>
STREET 2	<input type="text"/>
CITY	<input type="text"/>
STATE/ZIP	<input type="text"/>
PHONE	(<input type="text"/>) <input type="text"/>

CLAIM INFORMATION	
SUMMONS DATE	<input type="text"/>
ANSWER DATE	<input type="text"/>
ADVERS CONCL DATE	<input type="text"/>
PROOF OF CLAIM AMOUNT	<input type="text"/>
INDEBT DATE	<input type="text"/>
PROOF OF CLAIM DEADLINE	<input type="text"/>
PROOF OF CLAIM FILING DATE	<input type="text"/>
BANKRUPTCY FILING DATE	<input type="text"/>

RETURN MAIL INDICATOR(RMI)

FIRST DISB DATE	DISB AMOUNT	PMTS MADE TO PLAN	SCHOOL BRANCH CODE*	INT RATE TYPE**	S/U ***
1					
2					
3					
4					

FIRST DISB DATE	DISB AMOUNT	PMTS MADE TO PLAN	SCHOOL BRANCH CODE*	INT RATE TYPE**	S/U ***
1					
2					
3					
4					

* MUST COINCIDE WITH SCHOOL I.D. ON LOAN
 ** S = SEMIFIXED, F = FIXED, V = VARIABLE
 *** S = SUBSIDIZED, U = UNSUBSIDIZED

PAYMENTS MADE TO PLAN MUST BE ENTERED ON A LOAN LEVEL

FIRST DISBURSEMENT DATE AND AMOUNT INFORMATION IS REQUIRED FOR ALL LOANS ASSOCIATED TO THE CASE

SCHOOL BRANCH CODE MUST BE ENTERED ON A LOAN LEVEL

INTEREST RATE TYPE MUST BE ENTERED ON A LOAN LEVEL

Appendix 5

Assignment Letter

The Assignment Letter must be on your letterhead, contain the following language and should be attached to the Transfer Manifest that details the loans being transferred. Please send the Assignment Letter and Transfer Manifest to:

Richard Lentsch
Director, Transfer Processing
ECMC
101 East Fifth Street, Suite 200
St. Paul, MN 55101

The following is an example of the wording that should be included in the body of the Assignment Letter.

The (guarantee agency name) hereby assigns to the Education Credit Management Corporation (ECMC) its rights, title and interest in those student loans listed in the enclosure to this letter.

The (guarantee agency name) hereby specifically waives notification and any hearing with respect to the assignment of claim by ECMC pursuant to Bankruptcy rule 3001.

Appendix 6

Transfer Manifest

A Transfer Manifest should accompany the Assignment Letter. A sample of a Transfer Manifest is included. While formatting options are up to you, the following information on the Transfer Manifest is required for each loan.

- Borrower SSN
- Borrower name
- Amount disbursed and grand total
- Principal balance transferred and grand total
- Interest balance transferred and grand total
- Fees transferred and grand total
- Total number of loans transferred
- Total number of SSN's transferred

ECMC Transfer Manifest
 Date
 Guaranty agency name
 Submission number

SSN	Name	Disbursed	Principal	Interest	Fees
000-77-8888	Smith, Robert	\$2,625.00	\$2,456.89	\$156.35	\$0.00
111-22-3333	Olson, Tina	\$4,000.00	\$4,234.00	\$212.65	\$5.00
111-22-3333	Olson, Tina	\$2,625.00	\$2,745.11	\$256.50	\$0.00
222-33-4444	Nelson, Donald	\$10,000.00	\$11,235.66	\$1,200.50	\$100.50
333-44-5555	Larson, Dwight	\$5,000.00	\$5,421.34	\$489.25	\$0.00
333-44-5555	Larson, Dwightt	\$2,625.00	\$2,896.54	\$296.00	\$0.00
444-55-6666	Peterson, Stacy	\$2,500.00	\$2,671.46	\$98.75	\$25.50
555-66-7777	McCabe, Todd	\$2,625.00	\$2,865.73	\$267.89	\$0.00
555-66-7777	McCabe, Todd	\$2,500.00	\$2,763.27	\$189.11	\$0.00
Total		\$34,500.00	\$37,290.00	\$3,167.00	\$131.00

Total Loans 9
 Total SSN's 6

Appendix 7

Indemnification Agreement

A copy of an Indemnification Agreement approved by our Legal Department is included. You may copy it and use the form as is. If you prefer, you may incorporate the language presented in your own format. If you choose your own format, all information included in the example must be included on your form.

**EDUCATIONAL CREDIT MANAGEMENT CORPORATION
INDEMNIFICATION AGREEMENT FOR THE ASSIGNMENT
OF GUARANTEED STUDENT LOANS WITH
DAMAGED OR LOST PROMISSORY NOTES**

Borrower's SSN: _____

Borrower name: _____

Loan type: _____

Loan disbursement date: _____

Loan disbursement amount: _____

** Use a separate form for each loan document

_____ (herein "Agency") has assigned all rights, title and interest in the above-referenced promissory note to the Educational Credit Management Corporation ("ECMC"). By executing the Indemnification Agreement, Agency certifies that the original promissory note for the loan described above is lost, missing or damaged. (The best possible copy or certified true copy is attached when applicable.) If the loan represented by the promissory note should become uninsurable or uncollectible only by reason of lost, missing or damaged promissory note, Agency hereby warrants that it will indemnify ECMC against all liability incurred and any obligation lost by ECMC.

Date: _____

Agency official

Title

Appendix 8

Court list

Insert Infomaker report

Appendix 9

Trustee list

Insert Infomaker report

Appendix 10
Bankruptcy transfer format
Acknowledgment

2.1 GENERAL INFORMATION

The following specifications define the format that we will send to your agency if you request an acknowledgement file of the bankruptcy records accepted by us.

All files must meet the following specifications:

- 1 Each record on a tape must be in a fixed length format in EBCDIX character
- 2 Each record on a disk must be in a fixed length format in EBCDIC characters
- 3 The tape/disk must be submitted in unlabeled format: i.e., no internal tape/disk headers
- 4 3480/3490 tape cartridges must be IBM- compatible in 38,000 BPI
 - A BLKSZE must equal 28800
 - B Each record must contain 1920 characters
 - C Each tape/disk must have an external label that provides the following information: GA name; Agency Code (see Section 1.4); date the tape/disk was generated; GA assigned tape reel/disk identification number; return address; and tape/disk sequence if more than one tape/disk is submitted (e.g., 1of 3 tapes, 2of 3 tapes, etc.)
 - D Agencies or organizations providing computer services to more than one GA must prepare separate tape/disks for each GA serviced
 - E All dates must be valid and in CCYYMMDD format (e.g., 19890101=January 1, 1989)
 - F All numeric fields must be right justified, zero filled
 - G All alpha/numeric fields must be left justified, space filled
 - H All amount fields on the assignment file detail records are dollars and cents (nine positions before and two after an assumed decimal point; e.g., 00000010050=\$100.50)

2.2 ACKNOWLEDGEMENT FILE HEADER RECORD

This must be the first record on all acknowledgement files.

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1	Record Type	1	A/N	REQUIRED. Constant H
2-6	Originating	5	A/N	REQUIRED. Constant SM927
7-14	Creation Date	8	N	REQUIRED. The date the tape/disk was created. Must be valid date. Format is CCYYMMDD (e.g., 19970201 = February 1, 1997)
15-400	Filler	386	A/N	Space Fill
401-405	Receiving Agency	5	A/N	REQUIRED. Code assigned by ED to identify the submitting agency (see Section 1.4 of guaranty agency assignment format). Format is AA999
406-409	Version Number Version "1.01"	4	A/N	REQUIRED. Numbering Scheme is 1920 byte layout
410-434	File Identifier	25	A/N	REQUIRED. Constant 'ECMCACKNOWLEDGEMENT'. Left justify
435-1920	Filler	1486	A/N	Space fill

2.3 ACKNOWLEDGEMENT FILE TRAILER RECORD

This must be the last record on all acknowledgment files.

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1	Record Type	1	A/N	REQUIRED. Constant T
2-10	Record Total	9	N	REQUIRED. The total number of detail (type C) records on the tape/disk
11-24	Amount of Disbursement Grand	14	N	REQUIRED. The grand total of the Amount of Disbursement fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 0000000010050= \$100.50)
25-38	Current Principal Balance Grand Total	14	N	REQUIRED. The grand total of the Current Principal Balance fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 0000000010050 = \$100.50)
39-52	Current Interest Balance Grand Total	14	N	REQUIRED. The grand total of the Current Interest Balance fields for all detail (type C) records on the on the tape/disk. Format 12 positions before and two positions after an assumed decimal point. (e.g., 0000000010050 = \$100.50)
53-66	Current Treasury Offset Fees Grand Total	14	N	REQUIRED. The grand total of the Current Treasury Offset Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 000000001050 = \$100.50)
67-80	Current Collection Fees Grand Total	14	N	REQUIRED. The grand total of the Current Collection Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 0000000010050 = \$100.00)
81-94	Current Miscellaneous Fees Grand Total	14	N	REQUIRED. The grand total of the Current Miscellaneous Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 0000000010050 = \$100.50)
95-108	Current Administrative Fees Grand Total	14	N	REQUIRED. The grand total of the Current Administrative Fees fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point (e.g., 0000000010050 = \$100.50)

2.3 ACKNOWLEDGEMENT FILE TRAILER RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
109-122	Current Penalties Grand Total	14	N	REQUIRED. The grand total of the Current Penalties fields for all detail (type C) records on the tape/disk. Format 12 positions before and two positions after an assumed decimal point. (e.g., 00000000010050 = \$100.50)
123-1920	Filler	1798	A/N	Space fill

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD

ALL DATES MUST BE VALID AND IN CCYYMMDD FORMAT

ALL NUMERIC FIELDS MUST BE RIGHT JUSTIFIED AND ZERO FILLED

ALL ALPHANUMERIC FIELDS MUST BE LEFT JUSTIFIED AND SPACE FILLED

ALL AMOUNT FIELDS ARE IN DOLLARS AND CENTS (nine positions before and two positions after an assumed decimal point {e.g., 00000010050 = \$100.50})

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1	Record Type	1	A/N	REQUIRED. Constant C
2-10	Borrower SSN	9	N	REQUIRED. Borrower's Social Security Number (SSN). Must be a valid SSN
11	SSN Sequence Number	1	A/N	REQUIRED. Identifies the number of debts on the tape/disk with the same SSN. Must begin with 1. Enter 1-9 for the first nine debts for a specific SSN, then enter A-Z for the remaining debts
12-31	Borrower Current Last Name	20	A/N	REQUIRED. Last name of the borrower, according to the latest information available to the guarantor. May <u>not</u> be blank and must begin with a letter of the alphabet. If the borrower has a single name, enter name here
32-51	Borrower First Name	20	A/N	REQUIRED. First name of the borrower. May <u>not</u> be blank and must begin with a letter of the alphabet. If the borrower has no first name enter NFN
52-71	Borrower Middle Name	20	A/N	OPTIONAL. Middle name or initial of the borrower. If not available, space fill
72-111	Borrower Street Address 1	40	A/N	REQUIRED. Last known street address (house/apartment number and street name) of the borrower, even if it is known to be a bad address. If unknown, enter NO STREET ADDRESS
112-151	Borrower Street Address 2	40	A/N	OPTIONAL. Last known street address (house/apartment number and street name) of the borrower continued. If a foreign address, enter city in this field. Space fill if not needed or unknown
152-181	Borrower City	30	A/N	OPTIONAL. Last known city in which the borrower resided. If foreign address, enter country in this field. Space fill if unknown
182-183	Borrower State	2	A/N	OPTIONAL. Last known state in which the borrower resided (standard two-letter abbreviation or FC if the address is a foreign country). Space fill if unknown

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
184-213	Filler	30	A/N	Space fill
214-222	Borrower Zip Code	9	A/N	OPTIONAL. Nine-digit zip code of the borrower's last known address. If only the five-digit zip code is available, left justify and space fill. If a foreign country (FC), enter zeros. If unknown, space fill
223-232	Borrower Work Phone	10	A/N	OPTIONAL. Area code and telephone number of the borrower's last known work place. Space fill if number is not available
233-242	Borrower Home Phone	10	A/N	OPTIONAL. Area code and telephone number of the borrower's last known residence. Space fill if number is not available
243-250	Borrower Birth Date	8	N	REQUIRED. Borrower's date of birth. Date must be in CCYYMMDD Format (e.g., 19890101 = January 1, 1989). Must be a valid date and at least 10 years less than Date of Loan Guaranty. If date is not available, zero fill
251-270	Borrower Previous Last Name	20	A/N	OPTIONAL. Other last name by which borrower may have been known (maiden, legal change, alias, etc.). Use the name on the Promissory Note if that name is not the Borrower Current Last Name. If not available, space fill
271-278	Date of Loan Guaranty	8	N	REQUIRED. Date on which the loan guaranty was first issued. Must be before or equal to Date of First Disbursement and after November 7, 1965. Should match date reported to NSLDS. Date must be in CYYMMDD format (e.g., 19890101 = January 1, 1989)
279-289	Amount of Disbursement	11	N	REQUIRED. Cumulative net amount of loan actually disbursed to borrower. Must be numeric and more than \$0.00. Should match total of all disbursements, excluding cancellations, on the Promissory Note unless they are for different loan types. Should match amount reported to NSLDS
290-297	Current Interest Rate	8	N	REQUIRED. The current interest rate on the loan. Must be numeric: two positions before and six positions after an assumed decimal point. May be less than 4% (00040000) or more than 20% (00200000) ONLY if loan was litigated and Judgment Indicator equals Y

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
298-308	Current Principal Balance	11	N	REQUIRED. Total principal amount <u>outstanding</u> as of Current Balance Date. Must <u>not</u> be greater than the Amount of Disbursement <u>plus</u> the Interest Capitalized by the GA and/or the Lender unless a judgment was rendered. Must be greater than or equal to \$100.00. Must be numeric
309-319	Current Interest Balance	11	N	REQUIRED. Total interest amount <u>outstanding</u> as of Current Balance Date. Must be numeric; may be zero
320-330	Current Treasury Offset Fees	11	N	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower for processing of Treasury offsets. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
331-341	Current Collection Fees	11	N	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower for contract of a private collection agency to execute collection attempts if such fees cannot be separated from other non-penalty fees, enter zero's and include these fees in Current Miscellaneous Fees. Must be numeric; may be zero. <u>Reports only the amount currently owed by the borrower, not contingency fees for an amount not collected</u>
342-352	Current Miscellaneous Fees	11	N	REQUIRED. Any <u>outstanding</u> fees which cannot be reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
353-363	Current Administrative Fees	11	N	REQUIRED. Total <u>outstanding</u> fees assessed against the borrower in accordance with program requirements for account collection, <u>excluding</u> collection fees, Treasury offsets fees, and penalties reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>
364-374	Current Penalties	11	N	REQUIRED. Total <u>outstanding</u> late fees and penalties assessed against the borrower in accordance with the program requirements as a result of late payments or invalid repayment instruments. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower</u>

Note: Current Principal Balance, Current Interest Balance, Current Treasury Offset Fees, Current Collection Fees, Current Miscellaneous Fees, Current Administrative Fees, and Current Penalties should add up to the amount owed by the borrower as of the Current Balance Date.

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
375-382	Date Opened for Credit Bureau Reporting	8	N	REQUIRED. Date GA first reported the loan to credit bureaus. If unknown, enter the same date as the Date Claim Paid to Lender. In all cases, the date must be greater than or equal to the Date Claim Paid to Lender and less than the current date. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
383-390	Current Balance Date	8	N	REQUIRED. Date up to which interest was last accrued by the GA. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989) and less than the current date
391-400	Filler	10	A/N	Space fill
401-406	Claiming Lender ID Number	6	N	REQUIRED. Valid identification number of lending institution to whom claim was paid. Must be numeric
407-412	Original Lender ID Number	6	N	REQUIRED. Valid identification number of lending institution that originally made the loan. Must be numeric
413-418	School ID Number	6	N	REQUIRED. The valid FFEL identification number (six digits) of the education institution in which the student was enrolled or accepted at the time the loan was made. Must be numeric. If loan type = CONS, must be 088888
419-426	Date of Withdrawal	8	N	REQUIRED. Date, or best approximation, of student's departure/withdrawal from the educational institution for which the loan was granted. If Loan Type = PLUS, use date of Last Disbursement. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). If loan type = CONS, zero fill
427-434	Date of Default	8	N	REQUIRED. Date the loan defaulted, as defined in regulations. Must be after Date of Last Disbursement, except for PLUS loans. If not available, subtract one day from Date Claim Paid to Lender. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
435-445	Principal Amount Paid to Lender by GA	11	N	REQUIRED. Total amount of principal paid to the lender by the GA. Must <u>not</u> be greater than Amount of Disbursement plus Interest Capitalized by GA and/or Lender. Must be numeric
446-456	Interest Paid to Lender by GA	11	N	REQUIRED. Total amount of <u>non-capitalized</u> interest paid to the lender by the GA. Must be numeric; may be zero

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
457-464	Date Claim Paid to Lender	8	N	REQUIRED. Date on which the GA paid the claim to the lender. Must be after Date of Default. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
465-475	Interest Capitalized by GA and/or Lender	11	N	REQUIRED. Such accrued interest and unpaid insurance premiums on loan applied to the borrower's unpaid principal balance as authorized by the GA or the lender. If the lender <u>and</u> the GA both capitalized interest, include the total in this field. Must be numeric; may be zero
476-486	Amount Collected by GA	11	N	REQUIRED. Total amount of payment collected on loan by the GA through <u>all</u> actions (e.g., voluntary borrower payments, Treasury offsets, etc.). Must be numeric. If nothing was collected, zero fill
487-494	Date of Last Payment to GA	8	N	REQUIRED. Date of last payment by the borrower to the GA, including those payments received as a result of an involuntary action (e.g., Treasury offsets). Must be after Date Claim Paid to Lender. Zero fill if there were no payments. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
495-502	Date of Last Disbursement	8	N	REQUIRED. Date of last loan disbursement by the Lender (must be before Date of Default except for PLUS loans and equal to or after Date of First Disbursement). If only one disbursement was made, the date must equal Date of First Disbursement. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
503	Judgment Indicator	1	A/N	REQUIRED. If loan was litigated and a judgment was rendered, enter Y; otherwise, enter N. May <u>not</u> be blank
504-511	Date of Judgment	8	N	REQUIRED. Date on which judgment was rendered on amount and validity of the debt. If judgment was rendered, this field must contain the appropriate date. If not litigated, zero fill. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
512-519	Judgment Expiration Date	8	N	REQUIRED. Date on which the judgment expires according to the judgment document or state statute. If judgment was rendered this field must contain the appropriate date, which must be greater than the Date of Judgment. If not litigated, zero fill. Date must be in CCYYMMDD format (e.g., 20010630 = June 30, 2001)

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
520-527	Date of First Treasury Offset Certification	8	N	REQUIRED. Date the loan was <u>first</u> certified for participation in the Treasury Offset Program. If date is unknown and claim was paid after 1985, enter 1201 of year claim was paid if claim was paid between January and September or enter 1201 of the following year claim was paid between October and December. The date may not be later than the current year <u>or</u> before 1985. If <u>never</u> certified, zero fill. Date must be in CCYYMMDD format (e.g., 19891201 = December 1, 1989)
528-531	Loan Type	4	A/N	REQUIRED. Valid codes are: SFY = Stafford Subsidized SFN = Stafford Non-Subsidized SUU = Stafford Unsubsidized CONS = Consolidated SLS = Supplemental PLUS = PLUS
532-540	PLUS Student SSN	9	A/N	Social Security Number (SSN) of student for whom PLUS loan was granted. This field must contain a valid or pseudo SSN, as reported to NSLDS, if PLUS is indicated in Loan Type. If Loan Type does not equal PLUS, space fill
541	PLUS Student Name Type	1	A/N	Constant 1 when Loan Type equals PLUS. If Loan Type does not equal PLUS, space fill
542-561	PLUS Student Last Name	20	A/N	Current last name of student for whom PLUS loan granted. May <u>not</u> be blank and must begin with letter of the alphabet. If the student has a single name, enter name here. If Loan Type does not equal PLUS, space fill
562-581	PLUS Student First Name	20	A/N	First name of student for whom PLUS loan was granted. Must begin with a letter of the alphabet. If the student has no first name, enter NFN. If the Loan Type does not equal PLUS, space fill
582-601	PLUS Student Middle Name	20	A/N	Middle name or initial of student for whom PLUS loan was granted. Must begin with a letter of the alphabet. If Loan Type does not equal PLUS, space fill
602-610	Cosigner SSN	9	A/N	Social Security Number (SSN) of the cosigner as it appears on the application. If cosigner data is not available, this field, as well as the following cosigner fields, must contain spaces. If the cosigner data is available but the SSN is not available, enter zeros for the SSN; otherwise, this field must be a valid SSN and not equal to the borrower SSN

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
611	Cosigner Name Type	1	A/N	Constant 1 when cosigner information is available; otherwise, space fill
612-631	Cosigner Last Name	20	A/N	The current last name of the cosigner for the loan. If there is a cosigner, this field may <u>not</u> be blank and must begin with a letter of the alphabet. If the cosigner has a single name, enter name here. Space fill if no cosigner data is available
632-651	Cosigner First Name	20	A/N	The first name of the cosigner for the loan. If there is a cosigner, this field may <u>not</u> be blank and must begin with a letter of the alphabet. If the cosigner has no first name, enter NFN. Space fill if no cosigner data is available
652-671	Cosigner Middle Name	20	A/N	The middle name or initial of the cosigner for the loan. Must begin with a letter of the alphabet; otherwise, space fill
672-711	Cosigner Street Address 1	40	A/N	If there is a cosigner, enter the last known address (house/apartment number and street name) of the cosigner for the loan, even if it is known to be a bad address. If a street address is not available, enter NO STREET ADDRESS
712-751	Cosigner Street Address 2	40	A/N	The last known street address (house/apartment number and street name) of the cosigner for the loan continued. If the cosigner has a foreign address, enter the city in this field. If not needed, space fill
752-781	Cosigner City	30	A/N	If there is a cosigner, enter the last known city in which the cosigner resided. If not needed or unknown, space fill. If a foreign address, enter the country name in this field
782-783	Cosigner State	2	A/N	The last known state in which the cosigner resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not needed or unknown, space fill
784-813	Filler	30	A/N	Space fill
814-822	Cosigner Zip Code	9	A/N	Nine-digit zip code of the last known address of the cosigner. If only the five-digit code is available, left justify and space fill. If a foreign country (FC), enter zeros. If not needed or unknown, space fill
823-832	Cosigner Work Phone	10	A/N	If applicable, the last known area code and telephone number of the cosigner's workplace. Space fill if the number is not available

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
833-842	Cosigner Home Phone	10	A/N	If applicable, the last known area code and telephone number of the cosigner's residence. Space fill if the number is not available
843-850	Cosigner Birth Date	8	A/N	If applicable, the cosigner's date of birth. Date must be in CCYYMMDD format (e.g., 19891201 = December 1, 1989). Must be at least 10 years less than Date of Loan Guaranty. If not available, enter zeros
851-853	Reference 1 Type	3	A/N	The relationship of the <u>first</u> reference individual to the borrower: PAR = parent REL = relative FRI = friend EMP = employer COS = cosigner OTH = other May <u>not</u> be blank if reference data is provided
854	Reference 1 Name Type	1	A/N	Constant 1 when <u>first</u> reference individual information is available; otherwise, space fill
855-874	Reference 1 Last Name	20	A/N	Last name of the <u>first</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has a single name, enter name here; otherwise, space fill
875-894	Reference 1 First Name	20	A/N	First name of the <u>first</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has no first name, enter NFN; otherwise, space fill
895-914	Reference 1 Middle Name	20	A/N	Middle name or initial of the <u>first</u> reference individual. When present, must begin with a letter of the alphabet; otherwise, space fill
915-954	Reference 1 Street Address 1	40	A/N	Last known street address (house/apartment number and street name) of the <u>first</u> reference individual, even if it is known to be a bad address. If a street address is not available, enter NO STREET ADDRESS
955-994	Reference 1 Street Address 2	40	A/N	Last known street address (house/apartment number and street name) of the <u>first</u> reference individual continued. If a foreign address, enter the city in this field. If not needed, space fill

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
995-1024	Reference 1 City	30	A/N	Last known city in which the <u>first</u> reference individual resided. If not needed or unknown, space fill. If a foreign address, enter the country name in this field
1025-1026	Reference 1 State	2	A/N	Last known state in which the <u>first</u> reference individual resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not needed or unknown, space fill
1027-1056	Filler	30	A/N	Space fill
1057-1065	Reference 1 Zip Code	9	A/N	Nine-digit zip code of the last known address of the <u>first</u> reference individual. If only the five digit code is available, left justify and space fill. If a foreign country (FC), enter zeros. If not needed or unknown, space fill
1066-1075	Reference 1 Work Phone	10	A/N	Last known area code and telephone number of the <u>first</u> reference individual's work place. Space fill if the number is not available
1076-1085	Reference 1 Home Phone	10	A/N	Last known area code and telephone number of the <u>first</u> reference individual's residence. Space fill if the number is not available

Note: If no Reference 2 information is available, positions 1086-1320 must contain spaces.

1086-1088	Reference 2 Type	3	A/N	The relationship of the <u>second</u> reference individual to the borrower: PAR = parent REL = relative FRI = friend EMP = employer COS = cosigner OTH = other May <u>not</u> be blank if reference data is provided
1089	Reference 2 Name Type	1	A/N	Constant 1 when <u>second</u> reference individual information is available; otherwise, space fill
1090-1109	Reference 2 Last Name	20	A/N	Last name of the <u>second</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has a single name, enter name here. If not needed, space fill
1110-1129	Reference 2 First Name	20	A/N	First name of the <u>second</u> reference individual. When present, must begin with a letter of the alphabet. If the individual has no first name, enter NFN; otherwise, space fill

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1130-1149	Reference 2 Middle Name	20	A/N	Middle name or initial of the <u>second</u> reference individual. When present, must begin with a letter of the alphabet; otherwise, space fill
1150-1189	Reference 2 Street Address 1	40	A/N	Last known street address (house/apartment number and street name) of the <u>second</u> reference individual, even if it is known to be a bad address. If a street address is not available, enter NO STREET ADDRESS
1190-1229	Reference 2 Street Address 2	40	A/N	Last known street address (house/apartment number and street name) of the <u>second</u> reference individual continued. If a foreign address, enter the city in this field. If not needed, space fill
1230-1259	Reference 2 City	30	A/N	Last known city in which the <u>second</u> reference individual resided. If not needed or unknown, space fill. If a foreign address, enter the country name in this field
1260-1261	Reference 2 State	2	A/N	Last known state in which the <u>second</u> reference individual resided (standard two letter abbreviation or FC if the address is located in a foreign country). If not needed or unknown, space fill
1262-1291	Filler	30	A/N	Space fill
1292-1300	Reference 2 Zip Code	9	A/N	Nine-digit zip code of the last known address of the <u>second</u> reference individual. If only the five-digit code is available, left justify and space fill. If a foreign county (FC), enter zeros. If not needed or unknown, space fill
1301-1310	Reference 2 Work Phone	10	A/N	Last known area code and telephone number of the <u>second</u> reference individual's work place. Space fill if the number is not available
1311-1320	Reference 2 Home Phone	10	A/N	Last known area code and telephone number of the <u>second</u> reference individual's residence. Space fill if the number is not available
1321-1332	Filler	12	A/N	Space fill
1333	Indicator of Separate Loan	1	A/N	REQUIRED. The indicator used to differentiate among multiple loans of the same type with the same Date of Loan Guaranty for the same student attending the same school. Must be A-Z and equal to the character that was reported to NSLDS for this loan. May not be spaces

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1334	Mail Delivery Indicator	1	A/N	REQUIRED. Enter U to indicate that mail sent to the borrower address provided on the tape was returned as undeliverable. Enter D to indicate that mail sent to the borrower address provided on the tape was deliverable
1335-1345	Amount of Loan Guaranty	11	N	REQUIRED. The <u>original</u> loan guaranty amount before any cancellations. May not be less than Amount of Disbursement
1346	Current Interest Rate Type	1	A/N	REQUIRED. The current interest rate type. Valid values are: F = fixed 8 = 8-10% balloon rate A = Variable rate based on 91-day T-Bill rate B = Variable rate based on 52-week T-Bill rate When A or B, Variable Interest Add-On Rate and Interest Rate Cap must also be supplied
1347-1354	Collection Fee Cap	8	N	REQUIRED. The maximum rate of Collection Fee that can be applied, as indicated on the Promissory Note. Must be numeric; two positions before and six positions after an assumed decimal point (e.g., 00250000 = 25%). If no cap, enter 99999999
1355-1362	Date of First Disbursement	8	N	REQUIRED. Date on which the first disbursement was made to the borrower by the lender. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). Cannot be before Date of Loan Guaranty. Cannot be after Date of Last Disbursement
1363-1370	Variable Interest Add-On Rate	8	N	REQUIRED. A component of the variable interest rate that is fixed for the full term of the loan. This value, when added to the T-Bill value for a given year, is the variable interest rate for that year. Must be a valid value when Current Interest Rate Type = A or B. When Current Interest Rate Type = F or 8, enter zeros. May not be greater than 10%. Must be numeric; two positions before and six positions before and six positions after an assumed decimal point (e.g., 00040000 = 4%)

2.4 ACKNOWLEDGEMENT FILE DETAIL RECORD (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1371-1378	Interest Rate Cap	8	N	REQUIRED. The highest interest that can be charged for the loan. This rate is fixed for the duration of the debt. Must be a valid value when current Interest Rate Type = A or B; may not be less than the current Interest Rate or greater than 20%. When Current Interest Rate Type = F or 8, enter zeros. Must be numeric; two positions before and six positions after an assumed decimal point (e.g., 00040000 = 4%)
1379	FDP Indicator	1	A/N	REQUIRED. Enter Y if the borrower has been identified as a Federal employee; otherwise, enter N
1380-1381	Interest Deduction Months	2	N	REQUIRED. Value all zeros
1382-1389	Date Entered Repayment	8	N	REQUIRED. The date when the loan entered repayment or is scheduled to enter repayment for cohort default rate purposes. If Loan Type = SFN, SFY, or SUU, enter the day after the end of the grace period. If Loan type = SLS, enter the day after the borrower stopped being enrolled at least haltime. If loan Type = CONS, enter the Date of first Disbursement. If loan Type = PLUS, enter the date of Last Disbursement. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989)
1390-1397	PLUS Student's Birth Date	8	A/N	REQUIRED. If Loan Type = PLUS. Date of birth of student for whom the PLUS loan was granted. Date must be in CCYYMMDD format (e.g., 19890101 = January 1, 1989). Must be a valid date and at least 10 years less than Date of Loan Guaranty. If unknown, enter zeros. If Loan Type does not equal PLUS, space fill
1398-1405	OPE School ID	8	N	REQUIRED. The valid OPE identification number, as reported to NSLDS, of the educational institution in which the student was enrolled or accepted for enrollment at the time the loan was guaranteed. If Loan Type = CONS, enter 88888800
1406-1920	Filler	515	A/N	Space fill

Appendix 11

Manual Bankruptcy Assignment, acknowledgement

If you are not receiving automated acknowledgments, you will receive an acknowledgment after all the loans from a particular submission have been accepted or rejected. The acknowledgment will contain a letter from us providing the date of the submission along with summary report that gives the details of the particular submission and a report that gives that details for each loan accepted. You will be notified with a separate letter if a loan has been rejected. It is possible to receive notification that a loan has been rejected prior to other loans in the submission being acknowledged as accepted

A sample of the letter and reports are included

Date

Your agency
Attention
Street address
City, State Zip

RE: Specific transfer information

Dear your name:

Educational Credit Management Corporation (ECMC) has completed processing of the (submission date) bankruptcy transfer. Please see the attached acknowledgment of the (submission date) transfer.

If you have any questions, please call me at (our telephone number), or e-mail me at (our email address).

Sincerely,

our name
Senior Staff Associate, Transfer Processing

Enclosure

ECMC VOLUNTARY TRANSFER ACKNOWLEDGMENT FORM

TRANSFERRING AGENCY NAME: Your agency

TRANSFER TYPE: BANKRUPTCY

TAPE CREATION DATE: / date
MANUAL SUBMISSION

TOTAL LOAN RECORD COUNT: number of loans

TOTAL AMOUNT DISBURSED: \$1,000.00

TOTAL PRINCIPAL: \$1,200.00

TOTAL INTEREST: \$100.00

TOTAL FEES: \$0.00

As an authorized employee of the Educational Credit Management Corporation (ECMC), I hereby acknowledge that all loans associated to the submission created on the date detailed above were successfully loaded to ECMC's processing system on date.

BY: _____

TITLE: SENIOR STAFF ASSOCIATE, TRANSFER PROCESSING

DATE: date

Insert acknowledgment report from InfoMaker

Appendix 12

Remittance Manifest

A Remittance Manifest should be sent to notify us of payments. A sample of a Remittance Manifest is included. While formatting options are up to you, the following information on the Remittance Manifest is required.

- Borrower SSN
- Borrower name
- Payment amount
- Payment source

ECMC Remittance Manifest
Date
Guaranty agency name
Submission number

SSN	Name	Payment Amount	Payment Source
000-77-8888	Smith, Robert	\$50.00	Borrower
111-22-3333	Olson, Tina	\$100.00	Borrower
222-33-4444	Nelson, Donald	\$65.56	Trustee
333-44-5555	Larson, Dwight	\$72.44	Trustee
444-55-6666	Peterson, Stacy	\$50.00	Borrower
555-66-7777	McCabe, Todd	\$1500.00	Borrower
Total		\$1,838.00	

Appendix 13

Notification of Treasury Offsets or reversals

Use the following letter as an example of how to notify us of Treasury offsets that need to be refunded and or researched.

Education Credit Management Corporation
Attention: Bankruptcy Department
101 East Fifth Street, Suite 200
St. Paul, MN 55101

Re: Notification of Treasury Offsets

Dear ECMC:

The following debtors have had a Treasury offset seized **before** the account was transferred to ECMC. Therefore, the Treasury offset was included in the transfer balance. Please review to determine if the offset should be refunded to the debtor as we will not initiate a refund.

<u>Name</u>	<u>SSN</u>	<u>Treasury offset amount</u>	<u>Offset date</u>	<u>Receipt date</u>
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The following debtors have had a Treasury offset seized **after** the account was transferred to ECMC. Therefore, the Treasury offset was not included in the transfer balance. Please post the Treasury offset and review to determine if the offset should be refunded to the debtor as we will not initiate a refund.

<u>Name</u>	<u>SSN</u>	<u>Treasury offset amount</u>	<u>Offset date</u>	<u>Receipt date</u>
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If you have any questions or concerns, you may contact our office at (your telephone number).

Sincerely,

your name