

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

Transfer Bankruptcy Worksheet

The Transfer Bankruptcy Worksheet is to be used if you are not fully automated in your bankruptcy transfers. 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 Transfer Bankruptcy 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