

TEACHER LOAN FORGIVENESS DISCHARGE REQUEST

SECTION A: HOLDER/SERVICER & GUARANTOR INFORMATION *(to be completed by loan holder/servicer)*

1. Date: ____/____/____

2. Holder/Servicer Name: _____

Holder/Servicer ID: _____ Telephone (____) _____ - _____

3. Guarantor Name: _____

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

4. Borrower SSN: ____ - ____ - ____

5. Name: _____

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

6. Date Application Received from Borrower: ____/____/____

7. Loans for which Discharge is Requested: (List only those loans eligible for teacher loan forgiveness.)

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

8. Prepared By: _____ Date: ____/____/____

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

9. Date of Determination: ____/____/____

10. ☐ Request Denied Reason: _____

11. ☐ Request Approved

11a. Total Eligible Discharge Amount: \$ _____

11b. Amount Paid by Guarantor: \$ _____

Comment: _____

12. Prepared By: _____ Date: ____/____/____

INSTRUCTIONS FOR COMPLETING THE TEACHER LOAN FORGIVENESS DISCHARGE REQUEST

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

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

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

SECTION A: HOLDER/SERVICER & GUARANTOR INFORMATION *(to be completed by loan holder/servicer)*

1. **Date:** The date the form is completed.
2. **Holder/Servicer Name:** The holder/servicer's name, Department of Education identification number, and telephone number.
3. **Guarantor Name:** The name of the guarantor of the loan(s).

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

4. **Borrower SSN:** The borrower's social security number.
5. **Name:** The borrower's name.

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

6. **Date Application Received from Borrower:** The date the Loan Discharge Application was received from the borrower.
7. **Loan(s) for which Discharge is Requested:**
(Note: If space is needed to list additional loans, attach a schedule)
Loan Type – For each loan listed, provide the loan type using one of the following codes: SF = Subsidized Stafford, SU = Unsubsidized Stafford, CL = Consolidation
Loan ID – For each loan listed, provide the loan identifier code, file number, guarantee date, or guarantee amount, as required by the guarantor of the loan(s).
First Disbursement Date – For each loan listed, provide the date of the first disbursement.
Current Principal Balance – For each loan, provide the current principal balance. For Consolidation loans, include only the outstanding portion of the consolidation loan that was used to repay an eligible subsidized or unsubsidized Federal Stafford loan, an eligible Direct Subsidized Loan, or an eligible Direct Unsubsidized Loan.
Current Interest Rate – For each loan, provide the current interest rate.
Interest Paid Through Date – The date through which interest was last paid.
8. **Prepared By and Date:** The signature of the person who completed this section of the form and can answer questions about the information provided and the date signed.

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

9. **Date of Determination:** The date the guarantor determines if the borrower is eligible for the teacher loan forgiveness discharge.
10. **Request Denied and Reason:** If the request is denied, the reviewer should check this box and give the reason for denying the request. Attach any additional information needed.
11. **Request Approved:** If the request is approved, the reviewer should check this box and complete items 11a. and 11b.
- 11a. **Total Eligible Discharge Amount:** The total amount of discharge for which the borrower is eligible. This amount cannot be greater than \$5,000.
- 11b. **Amount Paid by Guarantor:** The amount of the enclosed payment from the guarantor. If less than the amount in item 11a, the guarantor should explain the difference in the comment section provided. *(Example: Payment reduced by interest penalty for late filing.)*
12. **Prepared By and Date:** The signature of the person who completed this section of form and can answer questions about the information provided and the date signed.