

# **GUARANTY AGENCY ASSIGNMENT FORMAT**

**Department of Education**

**Student Financial Assistance Loan Programs**

Document # **D-NEW-001-E**

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Contract # PM920010-01



# GUARANTY AGENCY ASSIGNMENT FORMAT

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**SECTION 1. GENERAL INFORMATION****1.1. PURPOSE**

The purpose of this document is to provide specifications for submitting assignment files and forms by Guaranty Agencies (GAs) to the Department of Education (ED). Both electronic file specifications and manual form submissions are included.

**1.2. REFERENCES**

- o Contract #PM920010-01
- o Task Order #15, Module 2

**1.3. NATURE OF CHANGES**

1. The record length for the file has changed from 1320 to 1520; block size has changed from 22440 to 27360.
2. Thirteen new fields plus filler (positions 1321-1520) have been added to the detail record.
3. Additional totals have been added to the trailer record.
4. In addition, a number of significant changes have been made to the definitions and edits throughout the document. The entire document should be reviewed to ensure that all necessary programming changes are made so that submissions will not be rejected.
5. The GAs will need to send tapes and transmittal letters/manual assignments separately.
6. Tapes and files returned will be sent separately.

GENERAL INFORMATION

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**1.4. DEFINITIONS**

Originating Agency (positions 2-6 on the header record). This is the 5-character code assigned by ED to identify individual GAs. No other codes are valid. The codes for GAs are listed below:

<u>Agency Code</u>	<u>Agency</u>
AK702	Alaska
AL701	Alabama
AR705	Arkansas
AS860	American Samoa
AZ804	Arizona
CA706	California
CM869	Northern Marianna Islands
CO708	Colorado
CT709	Connecticut
DC611	District of Columbia II
DE710	Delaware
DS711	District of Columbia I
FL712	Florida
GA713	Georgia
GU866	Guam
HI815	Hawaii
IA719	Iowa
ID716	Idaho
IL717	Illinois
IN718	Indiana
KS620	Kansas
KY721	Kentucky
LA722	Louisiana
MA725	Massachusetts
MD724	Maryland
ME723	Maine
MI726	Michigan
MN627	Minnesota
MO729	Missouri
MS728	Mississippi
MT730	Montana
NB731	Nebraska II
NC737	North Carolina
ND738	North Dakota

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<u>Agency Code</u>	<u>Agency</u>
NE631	Nebraska I
NH733	New Hampshire
NJ734	New Jersey
NM735	New Mexico
NS727	Northstar
NV732	Nevada
NY736	New York
OH739	Ohio
OK740	Oklahoma
OR741	Oregon
PA742	Pennsylvania
PR772	Puerto Rico
RI744	Rhode Island
SC745	South Carolina
SD746	South Dakota
SM927	Educational Credit Management Corp
TC948	Texas I
TN747	Tennessee
TT875	Trust Territories
TX748	Texas II
UF800	USA Funds
UT749	Utah
VA751	Virginia
VI778	Virgin Islands
VT750	Vermont
WA753	Washington
WI755	Wisconsin
WV654	West Virginia
WY656	Wyoming

**Acronyms**

<u>Name</u>	<u>Definition</u>
CONS	Consolidated
COS	Cosigner/Endorser
ED	Department of Education
EMP	Employer
FC	Foreign Country
FFEL	Federal Family Education Loan
FRI	Friend
GA	Guaranty Agency
HEA	Higher Education Act
NSLDS	National Student Loan Data System
OPE	Office of Postsecondary Education
OTH	Other
PAR	Parent
PLUS	Parent Loans for Undergraduate Students
REL	Relative
SFN	Stafford Non-Subsidized
SFY	Stafford Subsidized
SLS	Supplemental Loans for Students
SSN	Social Security Number
SUU	Stafford Unsubsidized

**1.5. REPORTING SCHEDULE/TRANSMITTAL FORMS/ASSIGNMENT LETTER****1.5.1. Schedule**

Assignment files are submitted to ED as required.

**1.5.2. Transmittal Form**

If your agency intends to submit a computer tape/disk, it must also submit a Mandatory Assignment Transmittal Form (Figure 1). A Media Selection Form (Figure 2) must also be included if your agency wants ED to transmit data back to you on computer tape/disk.

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The tape, copy of the Mandatory Assignment Transmittal Form (Figure 1), and a copy of the Assignment Letter must be sent to:

Computer Sciences Corporation  
FFEL Tape Librarian  
71 Deerfield Lane, 2<sup>nd</sup> Floor  
Meriden, CT 06450

**1.5.3. Assignment Letter**

For files submitted to ED on electronic media, the Guaranty Agency must also submit an Assignment Letter on agency letterhead, with original signature, and formatted as follows:

(agency letterhead)

(DATE)

U.S. Department of Education  
GSL Assignment Processing  
P.O. Box 4157  
Greenville, TX 75403-4157

To Whom It May Concern:

The (LEGAL NAME OF YOUR AGENCY) hereby assigns to the United States Department of Education its rights, title, and interest in those student loans accepted from the enclosed tape/disk.

Sincerely,

(NAME AND TITLE OF AGENCY OFFICIAL)

The original Assignment Letter, along with the original Mandatory Assignment Transmittal Form (Figure 1), must be sent to the Texas address indicated in the above letter.

GENERAL INFORMATION

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**MANDATORY ASSIGNMENT TRANSMITTAL FORM**

Date \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Code (Section 1.4) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Return Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please check type of submission and indicate number of tapes/disks or forms:

Tape/Disk \_\_\_\_\_ Number of Tapes/Disks \_\_\_\_\_ Forms \_\_\_\_\_

Number of Forms \_\_\_\_\_ Replacement Tape/Disk \_\_\_\_\_

If you are submitting tapes/disks, please fill out remainder of the transmittal.

3480/3490 Tape Cartridge at 38,000 BPI \_\_\_\_\_ Magnetic Tape Reel at 1600 BPI \_\_\_\_\_

IBM PC DOS 3 1/2" HD Disk \_\_\_\_\_ Magnetic Tape Reel at 6250 BPI \_\_\_\_\_

Tape Identification # \_\_\_\_\_ Record Count \_\_\_\_\_

Tape # of Tape/Disk Replaced \_\_\_\_\_ (if replacement only)

Creation Date \_\_\_\_\_

NOTE: Recording Mode: EBCDIC/ASCII Track: 9-Track

Block Size: 27360 Record Length: 1520

**If more than one tape/disk is provided, identify each tape/disk, and ensure that the label attached to each tape/disk identifies the proper numeric sequence of the tapes/disks (e.g. Tape 1 of 2, Tape 2 of 2, etc.). Also, if the tape/disk is a replacement tape/disk, indicate the number of the tape/disk it is replacing.**

Figure 1 - Mandatory Assignment Transmittal Form

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**MEDIA SELECTION FORM**

Five-character Guaranty Agency Identifier: \_\_\_\_\_

Please use the following type of media to transmit data back to my Agency. I understand that if I do not select my media I will only be sent a hardcopy of the error report.

Hardcopy Error Report \_\_\_\_\_

\* Please note that you may receive both hardcopy report and tape/disk transmission.\*

SELECT ONE ONLY:

Magnetic Tape:	1600 BPI _____	6250 BPI _____
Tape Cartridge:	3480 IBM compatible	38,000 BPI _____
IBM PC DOS DISKS:	3 1/2" Disk	High Density _____

Please send the indicated selection(s):

until further notice \_\_\_\_\_.

for this transmission only \_\_\_\_\_.

\_\_\_\_\_  
Contact Person (please print)

\_\_\_\_\_  
Phone Number

Figure 2 - Media Selection Form

### **1.6. SUBMISSION OF TEST FILES**

ED has requested that GAs provide test files for the purpose of compatibility testing. The test schedule will be coordinated at a later date. Tapes must be clearly marked as TEST TAPES and mailed to:

Computer Sciences Corporation  
FFEL Tape Librarian  
71 Deerfield Lane, 2<sup>nd</sup> Floor  
Meriden, CT 06450

### **1.7. PROCESSING OF FILES**

All files submitted must conform exactly to this document. **IF FILES ARE UNPROCESSABLE, THEY WILL BE RETURNED TO THE SUBMITTING GA FOR CORRECTION AND REPLACEMENT.**

### **1.8. SUBMISSION OF LOANS FOR ASSIGNMENT**

Guaranty agencies should assign one debt per promissory note, unless they are for different loan types; otherwise, the loan(s) will be rejected for assignment. If there are two or more disbursements for one promissory note, the disbursement amounts should be totaled and considered one debt. If an agency has one promissory note for three different loan types (e.g., one subsidized Stafford, one unsubsidized Stafford, and one SLS), these loans should be assigned as three separate loans.

No more than five thousand records may be submitted per tape. Multiple tapes may be submitted as long as they have different tape creation dates.

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**SECTION 2. ELECTRONIC MEDIA SPECIFICATIONS****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 EBCDIC characters.
2. Each record on a disk must be in a fixed length format in ASCII 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 IBM-compatible PC DOS 3 1/2" high density.
  - A. BLKSIZE 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., 1 of 3 tapes, 2 of 3 tapes, etc.).
  - D. Agencies or organizations providing computer services to more than one GA must prepare separate tapes/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.

ELECTRONIC MEDIA SPECIFICATIONS

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- 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).

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**2.2. ASSIGNMENT FILE HEADER RECORD**

This must be the first record on all assignment 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). Format is AA999.
7-14	Creation Date	8	N	REQUIRED. The date the tape/disk was created. Must be a valid date. Format is CCYYMMDD (e.g., 19970201 = February 1, 1997).
15-1520	Filler	1506	A/N	Space fill.

## ELECTRONIC MEDIA SPECIFICATIONS

**2.3. ASSIGNMENT FILE TRAILER RECORD**

This must be the last record on all assignment 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).

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**ASSIGNMENT FILE TRAILER RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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 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., 00000000010050 = \$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 = \$100.50).

## ELECTRONIC MEDIA SPECIFICATIONS

**ASSIGNMENT FILE TRAILER RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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).
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.

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#### 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.

## ELECTRONIC MEDIA SPECIFICATIONS

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.

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**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.
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.

## ELECTRONIC MEDIA SPECIFICATIONS

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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 CCYYMMDD 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.

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.
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>

## ELECTRONIC MEDIA SPECIFICATIONS

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**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</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 zeros and include these fees in Current Miscellaneous Fees. Must be numeric; may be zero. <u>Report 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 offset fees, and penalties reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower.</u>

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</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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## ELECTRONIC MEDIA SPECIFICATIONS

**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 educational 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.

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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).

## ELECTRONIC MEDIA SPECIFICATIONS

**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).

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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).

## ELECTRONIC MEDIA SPECIFICATIONS

**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 if 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

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

**NOTE: If Loan Type = PLUS, the next five fields and the PLUS Student's Birth Date must contain valid information; otherwise, positions 532-601 and 1390-1397 must contain spaces.**

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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 was granted. May <u>not</u> be blank and must begin with a 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 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.

## ELECTRONIC MEDIA SPECIFICATIONS

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**ASSIGNMENT FILE DETAIL RECORD** (continued)**NOTE: If no cosigner information is available, positions 602-850 must contain spaces.**

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.
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.

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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 street 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.

## ELECTRONIC MEDIA SPECIFICATIONS

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.
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 valid and in CCYYMMDD format. Must be at least 10 years less than Date of Loan Guaranty. If not available, enter zeros.

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

**NOTE: If no Reference 1 information is available, positions 851-1085 must contain spaces.**

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.

## ELECTRONIC MEDIA SPECIFICATIONS

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.
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.

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.
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## ELECTRONIC MEDIA SPECIFICATIONS

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.
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.

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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 country (FC), enter zeros. If not needed or unknown, space fill.

## ELECTRONIC MEDIA SPECIFICATIONS

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.
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.

## GUARANTY AGENCY ASSIGNMENT FORMAT

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
1346	Current Interest Rate Type	1	A/N	<p>REQUIRED. The current interest rate type. Valid values are:</p> <p>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.</p> <p>When A or B, Variable Interest Add-On Rate and Interest Rate Cap must also be supplied.</p>
1347-1354	Collection Fee Cap	8	N	<p>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.</p>
1355-1362	Date of First Disbursement	8	N	<p>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.</p>

## ELECTRONIC MEDIA SPECIFICATIONS

**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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 rate 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.

## GUARANTY AGENCY ASSIGNMENT FORMAT

**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 half-time. 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.

## ELECTRONIC MEDIA SPECIFICATIONS

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**ASSIGNMENT FILE DETAIL RECORD** (continued)

<u>Position</u>	<u>Field Title</u>	<u>Length</u>	<u>Mode</u>	<u>Description and Remarks</u>
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.

GUARANTY AGENCY ASSIGNMENT FORMAT

	<p><b>UNITED STATES DEPARTMENT OF EDUCATION ASSIGNMENT FORM</b></p>		
<p><b>For Loans Guaranteed Under Title IV, Part B, HEA</b></p>			
<p><i>All rights, title, and interest of the undersigned is hereby assigned to the United States of America</i></p>			
Name of Guarantor			
Signature of Officer	Date		
Type Name of Officer			
Title			
<p><b>SECTION A - BORROWER INFORMATION (Complete once for all loans for this borrower)</b></p>			
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		
<p><b>This page may be detached and used once for all loans to be assigned for a specific borrower</b></p>			

Figure 3 - Assignment Form (1 of 2)

ELECTRONIC MEDIA SPECIFICATIONS

Title IV Guaranteed Educational Loans Assignment Form - Continued		
BORROWER NAME:		SSN:
<b>SECTION B - COSIGNER AND REFERENCES INFORMATION (complete separately for each loan)</b>		
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
<b>SECTION C - HISTORICAL LOAN INFORMATION (complete separately for each loan)</b>		
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

Figure 3 - Assignment Form (2 of 2)

GUARANTY AGENCY ASSIGNMENT FORMAT

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**SECTION 3. MANUAL FORM SUBMISSION SPECIFICATIONS****3.1. GENERAL INFORMATION**

If your agency intends to submit loans using the Assignment Form (Figure 3), the form must be accompanied by the appropriate hard copy files. A Media Selection Form (Figure 2) must be included if your agency wants ED to transmit data back to you on computer tape/disk.

If an Agency official signs (original signature required) each form, it is not necessary to also submit an assignment letter. However, if you are submitting so many forms that signing each one would be burdensome, you may submit a letter, with an original signature by an Agency official on Agency letterhead, formatted as follows:

(agency letterhead)

(DATE)

U.S. Department of Education  
GSL Assignment Processing  
P.O. Box 4157  
Greenville, TX 75403-4157

To Whom It May Concern:

The (LEGAL NAME OF YOUR AGENCY) hereby assigns to the United States Department of Education its rights, title, and interest in those student loans listed in the enclosure to this letter.

Sincerely,

(NAME AND TITLE OF AGENCY OFFICIAL)

## MANUAL FORM SUBMISSION SPECIFICATIONS

Additionally, a manifest, in alphabetical order, must be submitted which lists: the name and agency code of the guaranty agency (See Section 1.4), the date of the submission, the Social Security Number (SSN), borrower name, and number of promissory notes enclosed for each SSN. The format should be:

SSN	NAME	NUMBER OF P-NOTES PER SSN
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Note: If any of the above documentation is missing, all of your loans may be returned for correction.

**3.2. ASSIGNMENT FORM DETAIL**

ALL DATES MUST BE VALID AND IN MM/DD/CCYY (01/01/1989) FORMAT.

ALL AMOUNT FIELDS ON THE DETAIL RECORD ARE DOLLARS AND CENTS AND SHOULD BE WRITTEN THAT WAY (\$5,450.75).

**SECTION A -- BORROWER INFORMATION**

Use once for all loans for this borrower.

<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	Borrower SSN	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.

GUARANTY AGENCY ASSIGNMENT FORMAT

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**SECTION A -- BORROWER INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
4	Mail Delivery Indicator	REQUIRED. Enter U to indicate that mail sent to the borrower address provided was returned as undelivered. 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.
8	Borrower Home Phone	OPTIONAL. Area code and telephone number of the borrower's last known residence. If number is not available, leave blank.

## MANUAL FORM SUBMISSION SPECIFICATIONS

**SECTION A -- BORROWER INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
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 foreign country, enter zeros. If unknown, leave blank.
14	Foreign Country	OPTIONAL. Last known country of 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.

GUARANTY AGENCY ASSIGNMENT FORMAT

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The subsequent page must be completed once for each loan being assigned for the borrower.

AT THE TOP OF THE PAGE, THE BORROWER NAME (last, first, middle) AND SOCIAL SECURITY NUMBER MUST BE REPEATED FROM THE FIRST PAGE.

**SECTION B -- COSIGNER AND REFERENCE INFORMATION**

IF COSIGNER INFORMATION IS NOT AVAILABLE, ALL COSIGNER FIELDS MUST BE BLANK.

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
15	Cosigner Name (Last, First, Middle)	Current name of the cosigner of 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.
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 known country of cosigner residence if a foreign country. May be blank.

## MANUAL FORM SUBMISSION SPECIFICATIONS

**SECTION B -- COSIGNER AND REFERENCE INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
19	Cosigner City	Last known 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 a foreign country). If unknown, leave blank.
21	Cosigner Zip Code	Nine-digit (or five-digit) zip code of the cosigner's last known address. If foreign country, enter zeros. May be blank.
22	Cosigner Work Phone	Area code and telephone number of the cosigner's last known work place. If unknown, leave 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., 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.

GUARANTY AGENCY ASSIGNMENT FORMAT

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**SECTION B -- COSIGNER AND REFERENCE INFORMATION** (continued)

IF REFERENCE INFORMATION IS NOT AVAILABLE, ALL REFERENCE BOXES MUST BE BLANK.

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
25	Reference 1 Name (Last, First, Middle)	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 unknown, enter NO STREET ADDRESS.
28	Reference 1 City	Last known city in which the <u>first</u> reference resided. If unknown, leave blank.
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 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 foreign country, enter zeros. May be blank.

## MANUAL FORM SUBMISSION SPECIFICATIONS

**SECTION B -- COSIGNER AND REFERENCE INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
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 number is not available, leave blank.
34	Reference 2 Name (Last, First, Middle)	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 unknown, enter NO STREET ADDRESS.
37	Reference 2 City	Last known city in which the <u>second</u> reference resided. If unknown, leave blank.

## GUARANTY AGENCY ASSIGNMENT FORMAT

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**SECTION B -- COSIGNER AND REFERENCE INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
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 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 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.
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 number is not available, leave blank.

## MANUAL FORM SUBMISSION SPECIFICATIONS

**SECTION C -- HISTORICAL LOAN INFORMATION**

<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 Loan Type = PLUS, the next three boxes must contain valid data; otherwise, they must be blank.		
47	PLUS Student Name (Last, First, Middle)	Current name of student for whom PLUS loan was approved. Must begin with a letter of the alphabet. If Loan Type (Box #44) does not equal PLUS, leave blank.

GUARANTY AGENCY ASSIGNMENT FORMAT

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**SECTION C -- HISTORICAL LOAN INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
48	PLUS Student SSN	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 (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., 01/01/1989 = January 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.
50	School ID Number	REQUIRED. Valid FFEL identification number (six digits) of educational 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 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).

## MANUAL FORM SUBMISSION SPECIFICATIONS

**SECTION C -- HISTORICAL LOAN INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
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	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 half-time. If Loan Type = CONS, enter the Date of First Disbursement. 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).

GUARANTY AGENCY ASSIGNMENT FORMAT

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**SECTION C -- HISTORICAL LOAN INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
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).
58	Date of Last Payment to GA	REQUIRED. Date of last payment by 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 if 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., 12/01/1989 = December 1, 1989).

## MANUAL FORM SUBMISSION SPECIFICATIONS

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**SECTION C -- HISTORICAL LOAN INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
60	Date of Judgment	REQUIRED. Date on which judgment was rendered on amount and validity of the debt. If a 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 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., 01/01/2002 = January 1, 2002).
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.

GUARANTY AGENCY ASSIGNMENT FORMAT

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**SECTION C -- HISTORICAL LOAN INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
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).
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.

## MANUAL FORM SUBMISSION SPECIFICATIONS

**SECTION C -- HISTORICAL LOAN INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
67	Current Interest Rate Type	REQUIRED. The current interest rate type. 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 rate 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., 18.75%).

## GUARANTY AGENCY ASSIGNMENT FORMAT

**SECTION C -- HISTORICAL LOAN INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
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 the 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 loan collected by the GA through <u>all</u> actions (e.g., voluntary borrower repayments, Treasury offsets, etc.). Must be numeric. If nothing was collected, enter zero.
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 total in this field. Must be numeric; may be zero.

## MANUAL FORM SUBMISSION SPECIFICATIONS

**SECTION C -- HISTORICAL LOAN INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</u>
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 GA and/or 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>Report only the amount currently owed by the borrower, not contingency fees for an amount not collected.</u>

## GUARANTY AGENCY ASSIGNMENT FORMAT

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**SECTION C -- HISTORICAL LOAN INFORMATION** (continued)

<u>Box</u>	<u>Box Title</u>	<u>Description and Remarks</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 offset fees, and penalties reported elsewhere. Must be numeric; may be zero. <u>Report only the amount currently owed by the borrower.</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>



**SECTION 4. ERROR HANDLING****4.1. GENERAL INFORMATION****4.1.1. Rejected Submission**

During ED's preliminary verification process, if a tape or manual submission exceeds the maximum number of allowable errors, the complete submission will be rejected and returned to the Guaranty Agency (GA). The error threshold value varies depending upon the number of records submitted.

If the entire submission is rejected, the GA should make the needed corrections and resubmit for processing with current information for all debts. If tape process is used to resubmit, include a new Assignment Letter with original signature and Mandatory Assignment Transmittal Form. If manual process, include a new Assignment Letter (if applicable) and a manifest. In both cases, loan balance information should be updated as applicable.

**4.1.1.1. Tape Submissions:**

If a tape submission is rejected in its entirety because of file incompatibility or too high an error rate, the GA will receive the original tape, cover letter, and the reports that identify the errors that need correcting.

**4.1.1.2. Manual Form Submissions:**

If a manual submission is rejected in its entirety because the error rate exceeded the maximum allowed per submission, the GA will receive the original submission with reports that identify the errors that need correcting by the GA before they are resubmitted.

**4.1.2. Rejected Debts**

After a tape or manual submission that has been entered from the assignment forms has completed the load process, the GA will receive the following information:

**4.1.2.1. Tape Submissions:**

- Cover letter identifying the GA and stating the number of debts accepted and the number of debts rejected for that submission.
- Copy of the GA's original Assignment Letter and the Mandatory Assignment Transmittal Form.
- The GA's original tape.
- If applicable, all file folders of rejected debts, (one file folder per borrower.) These file folders will have a Detail Error Report sheet stating the reason(s) for rejection of the debt(s). (For accepted debts, collateral will be retained.)
- If requested by the GA, ED will create a confirmation tape or diskette containing both accepted and rejected debts. Each rejected record on the tape will contain the original record, appended by one or more error codes, beginning in Tape Position 1521. If there are no error codes appended in a record, beginning in Tape Position 1521, then the loan has been accepted for assignment. The record length for this file is 1720, and the block size is 17200.
- Load Data Base Report listing all debts accepted for assignment and loaded to ED's database. **[The Load Data Base Report date is the official acceptance date of the debt by ED.]**
- If applicable, an Edit Error Report listing all debts rejected by the load process, the reason(s) for the rejection(s), and an Error Code Cross Reference document.

**4.1.2.2. Manual Form Submissions:**

- Cover letter identifying the GA and stating the number of debts accepted and the number of debts rejected for that submission.
- Copy of the GA's original Assignment Letter (if applicable) and a copy of the manifest.

GUARANTY AGENCY ASSIGNMENT FORMAT

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- If applicable, all file folders of rejected debts (one file folder per borrower). These file folders will have a Detail Error Report sheet stating the reason(s) for rejection of the debt(s). (For accepted debts, the Assignment Forms and collateral will be retained in the borrower file folder).
- If requested by the GA, ED will create a confirmation tape or diskette containing both accepted and rejected debts. Each rejected record on the tape will contain the original record appended by one or more error codes, beginning in Tape Position 1521. If there are no error codes appended in a record beginning in Tape Position 1521, then the loan has been accepted for assignment. The record length for this file is 1720, and the block size is 17200.
- Load Data Base Report listing all debts accepted for assignment and loaded to ED's database. [**The Load Data Base Report date is the official acceptance date of the debt by ED.**]
- If applicable, an Edit Error Report listing all debts rejected by the load process, the reason(s) for the rejection(s), and an Error Code Cross Reference document.

If only certain debts were rejected, only those debts indicated on the Edit Error Report should be corrected and resubmitted. If tape process is used to resubmit, include a new Assignment Letter with original signature and a tape transmittal. If manual process, include a new Assignment Letter (if applicable), and a manifest. In both cases, loan balance information should be updated as applicable.

MANUAL FORM SUBMISSION SPECIFICATIONS

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