

**Errata Sheet for Guaranty Agency Total and Permanent Disability Discharge Assignment Documents
November 2010 (Updated May 2011)**

The errata and updates below are items that were amended after the initial PDF files were posted. The table provides the posted document that was updated, the page or reference point of the change, and the change that was made.

Document	Page or Reference	Change/Update
Guaranty Agency Total and Permanent Disability Discharge Assignment Procedures	Pages 3, 5, 7, 9, 18, 20, and 21	Deleted all instances of the parenthetical phrase “not effective until 10/1/2010”
	Page 10	Added the following paragraph: “Due to a history of damaged/ripped packages shipped via private carriers and the US Mail, Federal Student Aid has developed additional safeguards related to data exchanged between Federal Student Aid and our data exchange partners. The new requirements for packaging TPD-related documents bring TPD packaging standards in line with Federal Student Aid’s established policies on mailing Personally Identifiable Information (PII).”
	Page 15, 5.E TPD Discharge Application	May 2011: In the first paragraph, removed the word “certified” in each case and removed the sentence: “If a school provides a certified copy of the original TPD discharge application, the certification must be stamped on the application itself or documented in a separate attachment for each application.” Added a note about the borrower’s signature.
	Page 17, 5.F PAYMENT INFORMATION, 2nd paragraph, #4	Removed the sentence: “If you provide a lump sum amount, please also provide the effective date of the earliest payment included in the lump sum”.
	Pages 20 and 21	Added TDD/TTY information: “If the borrower is hearing-impaired, he or she may web chat with a representative by visiting

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		www.disabilitydischarge.com and clicking “Chat Now”.”
Appendix I – New and Existing Fields	Under <i>Current Principal Balance</i> File Positions 298 - 308 (Box 77)	Changed to read: “If the TPD Assignment Type is “B” (Endorser or PLUS Co-Borrower loan)...”
Appendix II – Assignment File Format	Page 13, Position 298-308, Description or Remarks column	Added the sentence: “For Veteran, Endorser, or PLUS Co-Borrower Accounts, the field must be populated with \$1.00. For Joint Consolidation Loans the field must be populated with the amount to be discharged or \$1.00.”
	Page 37, Position 1475, Valid Code “B” in Description or Remarks column	Added the words “or PLUS Co-Borrower” after the word “Endorser”
Appendix III.B – Referral Form	Page 2, FORM, Title	Changed the word ‘Referral’ to “Referral”
	Page 2, FORM, Introductory line	Changed sentence to read: This form is for the referral of discharge applications for an endorser, PLUS co-borrower, or Joint Consolidation.
	Page 2, FORM, Referral Type	Removed the selection “Veteran”, changed remaining selections to: “Endorser or PLUS Co-Borrower” and “Joint Consolidation”
	Page 5, REVISIONS AND CLARIFICATIONS section	#1: Changed to read: “This referral form should be used for the referral of TPD discharge applications that are designated as “Endorser or PLUS Co-Borrower” or “Joint Consolidation”. #2: Changed to read: “If the Referral Type “Endorser or PLUS Co-Borrower” is checked, Box #77, Current Principal Balance, must be populated with \$1.00.”

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		#3: Changed to read: “If the Referral Type “Joint Consolidation” is checked, Box #77, Current Principal Balance, must be populated with the amount to be discharged or \$1.00.”
	Page 21, SECTION C, Box 77, Descriptions and Remarks column	Added the sentences: “For Endorser or PLUS Co-Borrower Accounts, the field must be populated with \$1.00. For Joint Consolidation Loans, the field must be populated with the amount to be discharged or \$1.00.”
Appendix IV – SAIG Record Specifications	Page 3, Item #7	Deleted all instances of the parenthetical phrase “not effective until 10/1/2010”
Appendix V – Additional Information	Page 1	Changed title of Appendix from “Manifest Instructions” to “Additional Information”
Appendix VI - Joint Consolidation, Total and Permanent Disability (TPD) Discharge Referral	Page 3, Question #5, How do loan holder refer loan applications for TPD?	Replaced the 2 nd paragraph with: To submit referrals via SAIG, complete File Position 1475, Total and Permanent Disability Assignment Type, with a “D” for joint consolidation loans or “B” for disabled endorsers or PLUS Co-Borrowers. If referring a joint consolidation, complete File Positions 298-308, Current Principal Balance, with the amount to be discharged or \$1.00. If referring a disabled endorser or Co-Borrower, complete file position 298 – 308, Current Principal Balance, with \$1.00. The GA must then send an image of each borrower’s discharge application and supporting documentation in a password-protected .zip file (and provide the password in a separate e-mail) to disabilityinformation@nelnet.net with the subject line “RE: Joint Consolidation,” “RE: PLUS Co-BORROWER,” or “RE:

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		<p>DISABLED ENDORSER.”</p> <p>#1: Replaced the Denver P.O. Box address with: 3015 South Parker Road, Suite 400, Aurora, CO 80014</p> <p>#2: Replaced CO-MADE PLUS with PLUS CO-BORROWER</p>
Appendix VII – Veterans Disability Discharge	Entire document	Entire document replaced. Added online submission information with screen illustrations and replaced contact information, including e-mail address, phone number, fax number, and street address.