Print Specifications and Forms

VOLUME VI
SECTION 7

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Direct Loan Print Specifications

The following documents have been updated:

- Direct PLUS Loan Disclosure Statement
  - Direct Subsidized/Unsubsidized Loan Disclosure Statement.

  The following documents may be ordered from http://www.fsapubs.gov/

    - Direct PLUS Loan Master Promissory Notes
    - Direct Subsidized/Unsubsidized Loan Master Promissory Notes without data labels
    - Direct PLUS Loan Plain Language Disclosure
    - Direct Subsidized/Unsubsidized Loan Plain Language Disclosure

Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) – Expiration Date 04/30/2019 – Print Specifications

The Subsidized/Unsubsidized Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple subsidized and unsubsidized loans.

The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the Subsidized/Unsubsidized MPN pre-printed form without labels available from http://www.fsapubs.gov/. The line gauge is 6 lines per inch. Font: Calibri 8

Line 1 starts 2 1/4th inch from the top of the pre-printed form without labels.

Line 25 starts 9 ¼th inch from the top of the pre-printed form without labels.

Borrower Information

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			
Label	**Line**	**Field**	**Print Instructions**
1. Name and Permanent Address (see instructions)	1	Label	From Left to Right, print label left justified on line 1. **<Label>**
1. Name and Permanent Address (Continued)	2	Student Borrower's Last Name, First Name, Middle Initial	From left to right, print the Student Borrower's First Name, Middle Initial and Last Name left justified on **line 2** as follows: <First Name> space <Middle Initial> space <Last Name>

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			
Label	**Line**	**Field**	**Print Instructions**
1. Name and Permanent Address (Continued)	3	Student Borrower's Permanent Address OR Student Borrower's Local Address	From left to right, print the Student Borrower's Street Address left justified on **line 3**
1. Name and Permanent Address (Continued)	4	Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code	From left to right, print the Student Borrower's City, Mailing State, and Zip Code left justified on **line 4** as follows: <City> Comma & Space <State> space <Zip Code>
2. Social Security Number	5	Student Borrower's SSN	From Left to Right, print the label and the Student Borrower's SSN in 999-99-9999 format left justified on **line 5** as follows: <Label> Space <SSN>
3. Date of Birth (mm-dd-yyyy)	6	Student Borrower's Date of Birth	From Left to Right, print the label and the Student Borrower's Date of birth (DOB) in MM-DD-YYYY format left justified on **line 6** as follows: <Label> Space <DOB>
4. Driver's License State and No.	7	Student Borrower's Driver's License State and Number	From Left to Right, print the label and the Student Borrower's Driver's License State and Number separating them by a dash left justified on **line 7** as follows: <Label> Space <State> dash <Number>
5. E-mail Address (optional)	8	Student Borrower's Current E-mail Address	From Left to Right, print the label and the Student Borrower's E-mail address left justified on **line 8** as follows: <Label> Space <email address>
6. Areia Code/Telephone Number	9	Student Borrower's Permanent Telephone Number	From Left to Right, print the label and the Student Borrower's Telephone Number in 999/999-9999 format left justified on **line 9** as follows: <Label> Space <Telephone Number>

Master Promissory Note
Direct Subsidized Loans and Direct Unsubsidized Loans
William D. Ford Federal Direct Loan Program

OMB No. 1845-0007
Form Approved
Exp. Date 04/30/2019

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

BEFORE YOU BEGIN

Before you begin, read the **Instructions** on page 14 of this Master Promissory Note.

BORROWER INFORMATION

1. Name and Permanent Address (see Instructions)

   First Name MI Last Name
   Street Address
   City, State Zip Code

2. Social Security Number 999-99-9999
3. Date of Birth (mm-dd-yyyy) 01-01-1901
4. Driver's License State and Number State-Number
5. Email Address (optional)
6. Area Code/Telephone Number 123/123-1234

School Information

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			School Information
Label	**Line**	**Field**	**Print Instructions**
9. School Name and Address	25	School Name	From Left to Right, print the label and the School Name associated with the DL school code on **line 25 as follows:** <Label> Space <School Name>
9. School Name and Address (continued)	26	School Address, City, Sate and Zip Code	From left to right, print the School's Street Address associated with the DL school code on **line 26** as follows <Street Address> Comma and Space <City> Comma and Space <Sate> Space <Zip Code>
10. School Code/Branch	27	Direct Loan School Code	From Left to Right, print the label and the Direct Loan School Code on the Loan Record on **line 27** as follows: <Label> Space <School Code>
11. Identification No.	28	Master Promissory Note ID	From Left to Right, print the label and the MPN IDin 999999999-M-99-99999-9-99 format on **line 28** as follows: (See Common Record Layout for exact format) <Label> Space <Identification Number>

SCHOOL INFORMATION - TO BE COMPLETED BY THE SCHOOL

9. School Name and Address School Name, Street Address, City, State Zip Code

10. School Code/Branch G99999

11. Identification No. 999999999M17G99999001

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Direct Subsidized/Unsubsidized Loan MPN Sample

A sample Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) may be accessed via the following web site: https://ifap.ed.gov/ifap/processing/directLoans.jsp

Direct PLUS Loan Master Promissory Note (MPN) – Expiration Date 04/30/2019 – Print Specifications (Parent Borrower)

The PLUS Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple PLUS loans.

The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels available from http://www.fsapubs.gov/ and variable data on the PLUS MPN pre-printed form without labelsThe line gauge is 6 lines per inch. Font: Calibri 8

Line 1 starts 2 9/8th inch from the top of the pre-printed form without labels.

Line 25 starts 8 7/8th inch from the top of the pre-printed form without labels.

The Borrower Information section is printed in two columns.

Borrower Information

Direct PLUS Loan MPN Print Specifications			
Column 1 is left justified.			
Label	Line	Field	Print Instructions
1. Check one - I am a:	1	Label	From left to right, print the label and the statement "I am a Parent of a Dependent Undergraduate Student" Left justified on line 1 as follows: <Label> Space < I am a Parent of a Dependent Undergraduate Student>
2. Name and Permanent Address (see Instructions)	2	Label	From left to right, print the label left justified on **line 2** as follows: <Label>

Direct PLUS Loan MPN Print Specifications			
Column 1 is left justified.			
Label	**Line**	**Field**	**Print Instructions**
2. Name and Permanent Address (Continued)	3	Parent Borrower's First Name, Middle Initial, Last Name	From left to right, print the Parent Borrower's First Name, Middle Initial and Last Name, left justified on **line 3** as follows: <First Name> space <Middle Initial> space <Last Name>
2. Name and Permanent Address (Continued)	4	Borrowers's Street Address, City, State, Zip Code	From left to right, print the Parent Borrower's Street Address, City, State, and Zip Code left justified on **line 4** as follows: <Street Address> Comma and Space <City> Comma & and Space <State> space <Zip Code>
3. Social Security No.	5	Parent Borrower's SSN	From Left to Right, print the label and the Parent Borrower's SSN in 999-99-9999 format left justified on **line 5** as follows: <Label> Space <SSN>
4. Date of Birth	6	Parent Borrower's Date of Birth	From Left to Right, print the label and the Parent Borrower's Date of Birth (DOB) in MM/DD/YYYY format left justified on **line 6** as follows: <Label> Space <DOB>
5. Driver's License State and No.	7	Parent Borrower's Driver's License State and Number	From Left to Right, print the label and Parent Borrower's Driver's License State and Number separating them by a dash left justified on **line 7** as follows: <Label> Space <State> dash <Number>
6. E-mail Address (optional)	8	Parent Borrower's Current E-mail Address	From Left to Right, print the label and the Parent Borrower's E-mail address on **line 8** as follows: <Label> Space <email address>
Column 2 is Center Aligned.			
Label	**Line**	**Field**	**Print Instructions**
7. Areia Code/Telephone Number	1	Parent Borrower's Permanent Telephone Number	From Left to Right, print the label and the Parent Borrower's Telephone Number in 999/999-9999 format center aligned on **line 1** as follows: <Label> Space <Telephone Number>
8. Citizenship Status (parent borrowers only)	2	Parent Borrower's Citizenship	From Left to Right, print the label center aligned on **line 2**.
1 [ ] U.S. Citizen or National	3		From Left to Right, print the label center aligned on **line 3**. If 1, print X in the bracketed [ ] box
2 [ ] Permanent Resident/Other Eligible Non-Citizen	4		From Left to Right, print the label center aligned on **line 4**. If 2, print X in the bracketed [ ] box

Direct PLUS Loan MPN Print Specifications			
Column 1 is left justified.			
Label	Line	Field	Print Instructions
If (2), Alien Registration No.	5	Label & Parent Borrower's Alien Registratoin Numnber is available.	From Left to Right, print the label center aligned on **line 5**. If 2, print Alien Registration Number field in 999999999 format as follows: <Label> Space <Alien Registration Number>
9. Employer's Name and Address	6	Label	From Left to Right, print the label center aligned on **line 6**.
9. Employer's Name and Address (Continued)	7	Parent Borrower's Employer's Name	From Left to Right, print the label center aligned on **line 7**.
9. Employer's Name and Address (Continued)	8	Parent Borrower's Employer's Address	From Left to Right, print the Employer's Street Address center aligned on **line 8**.
9. Employer's Name and Address (Continued)	9	Parent Borrower's Employer's City, State and Zip Code	From Left to Right, print the Employer's City, Mailing State, and Zip Code center aligned on **line 9** as follows: <City> Comma & Space <State> space <Zip Code>
10. Work Area Code/Telephone Number	10	Parent Borrower's Work Telephone Number	From Left to Right, print the label Center Aligned on **line 10.** <Label>
10. Work Area Code/Telephone Number (Continued)	11	Parent Borrower's Work Telephone Number	From Left to Right, print the label and the Parent Borrower's Work Telephone Number in 999/999-9999 format Center Aligned on **line 11** as follows: <Telephone Number>

Master Promissory Note
Direct PLUS Loans
William D. Ford Federal Direct Loan Program

OMB No. 1845-0068
Form Approved
Exp. Date 04/30/2019

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

BEFORE YOU BEGIN

Before you begin, read the **Instructions** on page 15 of this Master Promissory Note.

BORROWER INFORMATION

1. I am a (check one):
   - ☐ Graduate or Professional Student
   - ☑ Parent of a Dependent Undergraduate Student
2. Name and Permanent Address (see Instructions)
   First MI Last
   Street Address, City, State Zip code
3. Social Security Number 999-99-9999
4. Date of Birth (mm-dd-yyyy) 01-01-1901
5. Driver's License State and Number State-Number
6. Email Address (optional) email@email.net
7. Area Code/Telephone Number 999/999-999
8. Citizenship Status (to be completed by parent borrowers only -- check one)
   - (1) ☑ U.S. Citizen or National
   - (2) ☐ Permanent Resident/Other Eligible Non-Citizen

   If (2), Alien Registration Number
9. Employer's Name and Address
   Employer's Name; Street Address, City, State Zip Code
10. Work Area Code/Telephone Number 456/123-4563

REFERENCE INFORMATION

School Information

Direct PLUS Loan Print Specifications			
Label	**Line**	**Field**	**Print Instructions**
13. School Name and Address	**27**	School Name	From Left to Right, print the label and the School Name associated with the DL school code on **line 27 as follows:** <Label> Space <School Name>
13. School Name and Address (continued)	**28**	School Address, City, Sate and Zip Code	From left to right, print the School's Street Address associated with the DL school code on **line 28**as follows <Street Address> Comma and Space <City> Comma and Space <Sate> Space <Zip Code>
14. School Code/Branch	**29**	Direct Loan School Code	From Left to Right, print the label and the Direct Loan School Code on the Loan Record on **line 29** as follows: <Label> Space <School Code>
15. Identification No.	**30**	Master Promissory Note ID	From Left to Right, print the label and the MPN IDin 999999999N9999999999 format on **line 30** as follows: (See Common Record Layout for exact format) <Label> Space <Identification Number>

SCHOOL INFORMATION - TO BE COMPLETED BY THE SCHOOL

13. School Name and Address School Name, Street Address, City, State Zip Code

14. School Code/Branch G99999

15. Identification No. 999999999N17G99999001

DEPENDENT UNDERGRADUATE STUDENT INFORMATION - TO BE COMPLETED ONLY IF YOU ARE A PARENT BORROWER

Dependent Undergraduate Student Information

Direct PLUS Loan Print Specifications			
Label	**Line**	**Field**	**Print Instructions**
16. Dependent Undergraduate Student's Name (first, middle initial, last)	**32**	Student's First Name, Middle Initial, and Last Name,	From Left to Right, print the label and the Student's Last Name, First Name, and Middle Initial left justified on **line 32** as follows: <Label> Space <First Name> space <Middle Initial> space <Last Name>
17. Social Security No.	**33**	Student's SSN	From Left to Right, print the label and the Student's SSN in 999-99-9999 format left justified on **line 33** as follows: <Label> Space <SSN>
18. Date of Birth (mm-dd-yyyy)	**34**	Student's Date of Birth (DOB)	From Left to Right, print the label and the Student's DOB in MM/DD/YYYY format left justified on **line 34** as follows: <Label> Space <DOB>

DEPENDENT UNDERGRADUATE STUDENT INFORMATION - TO BE COMPLETED ONLY IF YOU ARE A PARENT BORROWER

16. Dependent Undergraduate Student's Name (first, middle initial, last) First MI Last

17. Social Security Number **999-99-9999**

18. Date of Birth (mm-dd-yyyy) 01-01-1901

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Direct PLUS Loan MPN Sample

A sample Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site: https://ifaps.ed.gov/ifap/processing/directLoans.jsp

Graduate Student Borrowers - Direct PLUS Loan Master Promissory Note (MPN) – Expiration Date 04/30/2019 – Print Specifications

The PLUS Master Promissory Note (MPN) for graduate student borrowers has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple Grad PLUS loans.

The same MPN form is used for both parent PLUS and Grad PLUS loans. The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the Grad PLUS MPN pre-printed form without labels. The line gauge is 6 lines per inch. Font: Calibri 8

Line 1 starts 2 9/8th inch from the top of the pre-printed form without labels.

Line 25 starts 8 7/8th inch from the top of the pre-printed form without labels.

The Borrower Information section is printed in two columns.

Borrower Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			
Column 1 is left justified.			
Label	Line	Field	Print Instructions
1. Check one - I am a:	1	Label	From left to right, print the label and the statement "I am a Graduate or Professional Student" Left justified on line 1 as follows: <Label> Space < I am a Graduate or Professional Student>
2. Name and Permanent Address (see Instructions)	2	Label	From left to right, print the label left justified on **line 2** as follows: <Label>
2. Name and Permanent Address (Continued)	3	Borrower's First Name, Middle Initial, Last Name	From left to right, print the Student Borrower's First Name, Middle Initial and Last Name, left justified on **line 3** as follows: <First Name> space <Middle Initial> space <Last Name>
2. Name and Permanent Address (Continued)	4	Borrowers's Street Address, City, State, Zip Code	From left to right, print the Student Borrower's Street Address, City, State, and Zip Code left justified on **line 4** as follows: <Street Address> Comma and Space <City> Comma & and Space <State> space <Zip Code>
3. Social Security No.	5	Borrower's SSN	From Left to Right, print the label and the Student Borrower's SSN in 999-99-9999 format left justified on **line 5** as follows: <Label> Space <SSN>
4. Date of Birth	6	Borrower's Date of Birth	From Left to Right, print the label and the Student Borrower's Date of Birth (DOB) in MM/DD/YYYY format left justified on **line 6** as follows: <Label> Space <DOB>
5. Driver's License State and No.	7	Borrower's Driver's License State and Number	From Left to Right, print the label and Student Borrower's Driver's License State and Number separating them by a dash left justified on **line 8** as follows: <Label> Space <State> dash <Number>
6. E-mail Address (optional)	9	Borrower's Current E-mail Address	From Left to Right, print the label and the Student Borrower's E-mail address on **line 9** as follows: <Label> Space <email address>
Column 2 is Center Aligned.			

Label	Line	Field	Print Instructions
7. Areia Code/Telephone Number	1	Borrower's Permanent Telephone Number	From Left to Right, print the label and the Student Borrower's Telephone Number in 999/999-9999 format center aligned on **line 1** as follows: <Label> Space <Telephone Number>
8. Citizenship Status (parent borrowers only)	2	Borrower's Citizenship	From Left to Right, print the label center aligned on line 2.
1 [ ] U.S. Citizen or National	3		From Left to Right, print the label center aligned on line 3.
2 [ ] Permanent Resident/Other Eligible Non-Citizen	4		From Left to Right, print the label center aligned on line 4.
If (2), Alien Registration No.	5	Label.	From Left to Right, print the label center aligned on line 5.
9. Employer's Name and Address	6	Label	From Left to Right, print the label center aligned on line 6.
9. Employer's Name and Address (Continued)	7	Borrower's Employer's Name	From Left to Right, print the label center aligned on line 6.
9. Employer's Name and Address (Continued)	8	Borrower's Employer's Address	From Left to Right, print the Employer's Street Address center aligned on **line 8**.
9. Employer's Name and Address (Continued)	9	Borrower's Employer's City, State and Zip Code	From Left to Right, print the Employer's City, Mailing State, and Zip Code center aligned on **line 9** as follows: <City> Comma & Space <State> space <Zip Code>
10. Work Area Code/Telephone Number	10	Borrower's Work Telephone Number	From Left to Right, print the label Center Aligned on **line 10.** <Label>
10. Work Area Code/Telephone Number (Continued)	11	Borrower's Work Telephone Number	From Left to Right, print the label and the Student Borrower's Work Telephone Number in 999/999-9999 format Center Aligned on **line 11** as follows: <Telephone Number>

Master Promissory Note
Direct PLUS Loans
William D. Ford Federal Direct Loan Program

OMB No. 1845-0068
Form Approved
Exp. Date 04/30/2019

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

BEFORE YOU BEGIN

Before you begin, read the **Instructions** on page 15 of this Master Promissory Note.

BORROWER INFORMATION

1. I am a (check one):

- [x] Graduate or Professional Student
- [ ] Parent of a Dependent Undergraduate Student

2. Name and Permanent Address (see Instructions)
First MI Last
Street Address, City, State Zip code

3. Social Security Number 999-99-9999

4. Date of Birth (mm-dd-yyyy) 01-01-1901

5. Driver's License State and Number State-Number

6. Email Address (optional) email@email.net

7. Area Code/Telephone Number 999/999-999

8. Citizenship Status (to be completed by parent borrowers only -- check one)

(1) [x] U.S. Citizen or National

(2) [ ] Permanent Resident/Other Eligible Non-Citizen

If (2), Alien Registration Number

9. Employer's Name and Address

Employer's Name; Street Address, City, State Zip Code

10. Work Area Code/Telephone Number 456/123-4563

REFERENCE INFORMATION

School Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			School Information
Label	**Line**	**Field**	**Print Instructions**
13. School Name and Address	**27**	School Name	From Left to Right, print the label and the School Name associated with the DL school code on **line 27 as follows:** <Label> Space <School Name>
13. School Name and Address (continued)	**28**	School Address, City, Sate and Zip Code	From left to right, print the School's Street Address associated with the DL school code on **line 28** follows <Street Address> Comma and Space <City> Comma and Space <Sate> Space <Zip Code>
14. School Code/Branch	**29**	Direct Loan School Code	From Left to Right, print the label and the Direct Loan School Code on the Loan Record on **line 29** as follows: <Label> Space <School Code>
15. Identification No.	**30**	Master Promissory Note ID	From Left to Right, print the label and the MPN IDin 999999999N9999999999 format on **line 30** as follows: (See Common Record Layout for exact format) <Label> Space <Identification Number>

SCHOOL INFORMATION - TO BE COMPLETED BY THE SCHOOL

13. School Name and Address School Name, Street Address, City, State Zip Code

14. School Code/Branch G99999

15. Identification No. 999999999N17G99999001

DEPENDENT UNDERGRADUATE STUDENT INFORMATION - TO BE COMPLETED ONLY IF YOU ARE A PARENT BORROWER

Dependent Undergraduate Student Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			
Label	**Line**	**Field**	**Print Instructions**
16. Student's Name (last, first, middle initial)	**32**	Label only	From Left to Right, print the label left justified on **line 32** as follows: <Label>
17. Social Security No.	**33**	Label only	From Left to Right, print the label left justified on **line 33** as follows: <Label>
18. Date of Birth	**34**	Label only	From Left to Right, print the label left justified on **line 34** as follows: <Label>

DEPENDENT UNDERGRADUATE STUDENT INFORMATION - TO BE COMPLETED ONLY IF YOU ARE A PARENT BORROWER

16. Dependent Undergraduate Student's Name (first, middle initial, last) _____

17. Social Security Number _____

18. Date of Birth (mm-dd-yyyy) _____

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Direct PLUS Loan MPN Sample

A sample Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

https://ifap.ed.gov/dlfsheets/attachments/DLPLUSMPNnodatalabels.pdf

Direct Loan Forms

Creating Master Promissory Note Paper Manifests

All promissory notes must be mailed and accepted by COD before the loans are booked. The hard copy promissory notes must be accompanied by a paper manifest that lists the borrower's name and MPN ID for each promissory note in the shipment. Also, the paper manifest provides a certification to be signed by an official at the school. A sample Direct Subsidized/Unsubsidized Loan MPN Paper Manifest, a sample Grad PLUS Loan MPN Paper Manifest, and a sample Direct PLUS Loan MPN Paper Manifest are provided below.

Business Rules

1. Subsidized/Unsubsidized MPNs, Grad PLUS MPNs and PLUS MPNs must be batched separately and a separate paper manifest created for each batch.

2. Additionally, separate batches and manifests must be created for each DL school code.

3. Each batch may contain up to 100 notes.

4. After processing, the manifest is returned to the school address on the promissory note unless the school indicates another address on the manifest.

5. The Report Date (in `MM/DD/YYYY` format) and the Report Time (in `HH:MM:SS` format) indicate when the manifest was produced.

6. A page number starting with 1, incremented by 1 for each subsequent page printed, is included on each page of the manifest.

7. Records are printed in the last name alphabetical order, or numerical borrower ID order. The borrower's name is printed in last name, first name, and middle initial order. The Loan ID associated with borrower's name is printed.

8. The number of notes for shipping indicates the number of promissory notes covered by the paper manifest. It is only printed on the final page of the paper manifest.

9. The certification statement, DL school code, school name, signature block, and Financial Aid Administrator (FAA) name are only printed on the last page.

Sample Subsidized/Unsubsidized MPN Paper Manifest

```
Report Date: MM/DD/YYYY        U.S. DEPARTMENT OF EDUCATION                    PAGE:  1
Report Time:   HH:MM:SS        Federal Direct Loan Program
                                    Sub/Unsub Manifest
                                      (ALL RECORDS)                             Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

PROMISSORY NOTE SHIPPING DOCUMENT ID:  YYYY-MM-DDTHH:MM:SS.FF00100200


BORROWER'S NAME                      MPN ID
STUDENT'S CURRENT SSN
------------------------------       ---------------------

X'XXXXX, XXXXX X.                    999999999M99G99999999
999-99-9999

XXXXXXXXXXXX, XXXXX                  999999999M99G99999999
111-11-1111



NUMBER OF NOTES FOR SHIPPING: _____

I hereby certify that each borrower named on the enclosed notes/disclosures is accepted for
enrollment on at least a half-time basis and is making satisfactory progress in a program
that is eligible for the loan type(s) awarded.  I certify that each student is an eligible
borrower in accordance with the Act.  I further certify that each borrower's eligibility
for a Pell Grant has been determined, that each borrower is not incarcerated, and that each
borrower has been determined eligible for loan(s) in the amount(s) certified.  I further
certify that the disbursement schedules comply with the requirements of the Act and hereby
authorize the Department of Education to adjust disbursement dates if necessary to ensure
compliance with the Act.  I further certify that, based on records available and due
inquiry, each borrower has met the requirements of the Selective Service Act, that each
borrower is not liable for an overpayment of any Federal grant made under the Act, and that
the information provided in the Borrower and the School sections of the promissory
notes/disclosures (including information supplied in electronic format) is true, complete
and accurate to the best of my knowledge and belief.

SCHOOL CODE:  G99999  NAME:   XXXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE: ____________________________________

FAA NAME:  XXXXXXXXXXXXXXXXXXXXXX
```

Sample PLUS MPN Paper Manifest

```
Report Date: MM/DD/YYYY        U.S. DEPARTMENT OF EDUCATION                    PAGE:  1
Report Time:   HH:MM:SS        Federal Direct Loan Program
                                      PLUS Manifest
                                      (ALL RECORDS)                            Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

PROMISSORY NOTE SHIPPING DOCUMENT ID:  YYYY-MM-DDTHH:MM:SS.FF99999999

BORROWER'S NAME                      MPN ID
STUDENT'S NAME
STUDENT'S CURRENT SSN
------------------------------       ---------------------

XXXXXXXXXXX, XXXX                    999999999N99G99999999
XXXXXXXX, XXXXX X.
999-99-9999

XXXXXXXX, XXXXXX                     999999999N99G99999999
XXXXXXXX, XXXXXXXX
999-99-9998



NUMBER OF NOTES FOR SHIPPING: _____

I hereby certify that each student named on the enclosed applications/promissory notes is
accepted for enrollment on at least a half-time basis and is making satisfactory progress
in a program that is eligible for the loan type certified. I certify that each borrower is
an eligible borrower in accordance with the Act and has been determined eligible for a loan
in the amount certified.  I further certify that the disbursement schedules comply with the
requirements of the Act and hereby authorize the Department of Education to adjust
disbursement dates if necessary to ensure compliance with the Act.  I further certify that,
based on records available and due inquiry, each student has met the requirements of the
Selective Service Act, that each student is not liable for an overpayment of any Federal
grant made under the Act, and that the information provided in the Borrower, Student and
School sections of the applications/promissory notes (including information supplied in
electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE:  G99999  NAME:   EDUCATION ACADEMY

SIGNATURE: ____________________________________

FAA NAME:  AUTHORIZED LOAN OFFICIAL
```

Sample Grad PLUS MPN Paper Manifest

```
Report Date: 04/25/2016        U.S. DEPARTMENT OF EDUCATION                    PAGE:  1
Report Time:   09:30:30   Federal Direct Loan Program - 2016-2017
                            Graduate/Professional PLUS Manifest
                                                                                Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

MPN MANIFEST SHIPPING DOCUMENT ID:  2016-04-25T09:30:30.4220755745

BORROWER'S NAME                      MPN ID
BORROWER'S CURRENT SSN
------------------------------       ---------------------

XXXXXX, XXXXX                        313131313N17G30107001
313-13-1313



NUMBER OF MPNs FOR SHIPPING: _____

I hereby certify that each borrower named on the enclosed MPN/disclosures is accepted for
enrollment on at least a half-time basis and is making satisfactory progress in a program
that is eligible for the loan type awarded.  I certify that each student is an eligible
borrower in accordance with the Act.  I further certify that each borrower's eligibility
for the maximum annual Direct Subsidized and/or Unsubsidized loan amount has been
determined, that each borrower is not incarcerated, and that each borrower has been
determined eligible for loan(s) in the amount(s) certified.  I further certify that the
disbursement schedules comply with the requirements of the Act and hereby authorize the
Department of Education to adjust disbursement dates if necessary to ensure compliance with
the Act.  I further certify that, based on records available and due inquiry, each borrower
has met the requirements of the Selective Service Act, that each borrower is not liable for
an overpayment of any Federal grant made under the Act, and that the information provided
in the Borrower and the School sections of the MPNs/disclosures (including information
supplied in electronic format) is true, complete and accurate to the best of my knowledge
and belief.

DL CODE:  G30107  NAME:   EDUCATION ACADEMY

SIGNATURE: ____________________________________

FAA NAME:  AUTHORIZED LOAN OFFICIAL
```

Pell Grant Print Specifications

ESOA Print Specifications

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date.

The ESOA report contains:

- Header - see Sample Output Document for correct header information
- Summary Information – see the following ESOA Print (Summary Information) table
- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table

Summary Information

This table of print specifications is used in EDExpress Software and is provided as an example:

ESOA Print Specifications		Summary Information
Row	**Field Name in EDExpress**	**Printing Instructions**
1		Print a blank row.
2	Pell School Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
3	Entity ID	Print the value for this field as defined on the Pell ESOA database table for the specified school.
4	School Name	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
5	State	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
6	Grantee Duns Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
7	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
8		Print a blank row.
9	Transaction Date	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
10		Print a blank row.
11	Previous Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
12	Current Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
13	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
14		Print a blank row.
15	Previous Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.

ESOA Print Specifications		Summary Information
Row	**Field Name in EDExpress**	**Printing Instructions**
16	Current Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
17	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
18		Print a blank row.
19	GAPS Drawdowns/Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
20	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
21		Print a blank row.
22	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified school. Insert ','s if number is over 999. If spaces, leave blank.
23	YTD Pell Accepted and Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
24	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
25		Print a blank row.
26	As of Document ID/Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified school. Print format for Document ID is : CCYY-MM-DDTHH:MM:SS:FF99999999 where CCYY-MM-DD = date document created T = constant HH:mm:ss.ff = time document created 99999999 = Entity ID of Reporting School
27		Print a blank row.
28		Print a blank row.
29	Payments apply only to "Obligate/Pay" accounts.	Print Section A Notation as stated below: Section A values apply to "Obligate only" accounts

Detail Information

If the user selects the option to print ESOA detail information, then print page 2 of the ESOA report using the printing specifications detailed below. Information for page 2 should print in descending order of the Document ID.

ESOA Print Specifications			Detail Information
Label	**Line**	**Field**	**Print Instructions**
1	N/A	Blank Line	Print a blank line.
2	N/A	ESOA Detail Document Information	Print the literal section label: 'ESOA DETAIL DOCUMENT INFORMATION'.
3	N/A	Blank Line	Print a blank line.
4-5	1	Transaction Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
4-5	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount.
4-5	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
5	4, Line 1	Document/Batch #ID	Print the value for this field as defined on the Pell ESOA detail database table for the specified school.

Sample ESOA Output Document

The output document should print in Courier 10. See below for more detail.

Sample ESOA – Summary Information

```
Report Date: MM/DD/CCYY    U.S. Department of Education              PAGE:  1
Report Time:   HH:MM:SS 2016-2017 FEDERAL PELL GRANT PROGRAM
                         ELECTRONIC STATEMENT OF ACCOUNT
*******************************************************************************

PELL SCHOOL NUMBER                                                  001005
COMMON SCHOOL IDENTIFIER                                          12345678
SCHOOL NAME                                       ALABAMA STATE UNIVERSITY
STATE                                                                 AL
GRANTEE DUNS NUMBER                                             040672685
GAPS AWARD NUMBER                                         P063P   20041031

   Transaction Date                                          MM/DD/CCYY

   Previous Pell Grant Obligation                      $999,999,999.99
   Current Pell Grant Obligation                       $999,999,999.99
   Adjustment (Increase + or Decrease -)               $999,999,999.99+

   Previous Pell Grant Payments                        $999,999,999.99
   Current Pell Grant Payments                         $999,999,999.99
   Adjustment (Increase +)                             $999,999,999.99+

   GAPS Drawdowns/Payments                             $999,999,999.99
   Date of Last Activity in GAPS                             MM/DD/CCYY

   YTD Total Unduplicated Recipients                         999,999
   YTD Pell Accepted and Posted Disbursement Amount    $999,999,999.99
   YTD Administrative Cost Allowance                   $999,999,999.99

   As of Document ID/Batch ID           2016-12-31T06:12:34.4599999999


Payments apply only to "Obligate/Pay" accounts.
```

Sample ESOA – Detailed Information

```
Report Date: MM/DD/CCYY    U.S. Department of Education              PAGE:  2
Report Time:   HH:MM:SS 2016-2017 FEDERAL PELL GRANT PROGRAM
                         ELECTRONIC STATEMENT OF ACCOUNT
*******************************************************************************

ESOA DETAIL DOCUMENT INFORMATION

TRANSACTION                          ADJUST
DATE           ADJUST AMOUNT         PROCESS DATE   DOCUMENT/BATCH ID
------------   ----------------      ------------   ------------------------------
MM/DD/CCYY     $999,999,999.99-      MM/DD/CCYY     2016-12-31T06:12:34.4599999999

MM/DD/CCYY     $999,999,999.99+      MM/DD/CCYY     2016-12-31T06:12:34.4699999999

MM/DD/CCYY     $999,999,999.99-      MM/DD/CCYY     2016-12-31T06:12:34.4799999999

MM/DD/CCYY     $999,999,999.99+      MM/DD/CCYY     2016-12-31T06:12:34.4899999999

MM/DD/CCYY     $999,999,999.99-      MM/DD/CCYY     2016-12-31T06:12:34.4999999999

MM/DD/CCYY     $999,999,999.99+      MM/DD/CCYY     2016-12-31T06:12:34.5099999999

MM/DD/CCYY     $999,999,999.99-      MM/DD/CCYY     2016-12-31T06:12:34.5199999999
```