



William D. Ford Federal Direct Loan Program

**Direct Loan Payment to Borrower Account**

**1. Enter the required information. Failure to provide the required information may prevent your check (or checks) from being processed correctly.**

School Name: \_\_\_\_\_ Direct Loan (G/E) Code: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Servicer (if applicable): \_\_\_\_\_

Check Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

**2. Provide the Borrower's Name, the Loan ID, and the Loan Amount Returned. If necessary, attach additional sheets with borrower and loan information.**

Borrower's Name	Loan ID	Loan Amount Returned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. Sign below.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Mail borrower payment check to the following address:**

U.S. Department of Education  
Attention: Payment Center  
P.O. Box 530260  
Atlanta, GA 30353-0260