

Federal Student Aid

An OFFICE of the U.S. DEPARTMENT of EDUCATION

Guaranty Agency Financial Report (GAFR) Certification

Guaranty agency-related financial transactions are reported to and stored in the Federal Student Aid (FSA) Financial Management System (FMS). The attached certification form is a legally binding document covering fiscal years 2022 and 2023. The attached certification form replaces the legacy monthly, monthly/quarterly, and annual certification pages.

To assist us in ensuring your ED Form 2000 transmissions are reliable, provable, and enforceable, complete the attached certification and return it to:

U.S. Department of Education
830 First Street, NE, 5th Floor – Accounting Operations
Washington, DC 20002-5230

If the Authorizing Official changes, you must resubmit the certification form.

If you have any questions, email the Department of Education (the Department) at fsa_gar@ed.gov.

GAFR Certification

Organization Participation

Guaranty Agency Code:	
Name of Guaranty Agency:	
Authorizing Official:	

By completing the information in the form above and signing the certification on the next page, you are agreeing to electronically submit and receive information and data required to be submitted on the *Guaranty Agency Financial Report (ED Form 2000)* to the Department of Education (the Department). You may choose to have a third-party servicer send and receive data on your organization's behalf. By signing the certification, you certify that all information submitted to the Department is and will be accurate and correct.

Attention: A guaranty agency must complete the form above and certification to participate in the FSA's electronic information and data exchange with FSA's FMS.

If you have any questions, email the Department at fsa_gar@ed.gov.

GAFR Certification

Certification:

As an authorized participant in the electronic submission of the *Guaranty Agency Financial Report*, certify, by my signature below that:

The data that my organization or its agent will submit to the U.S. Department of Education electronically pursuant to this agreement is and will be correct to the best of my knowledge and belief. I certify that it conforms to laws, regulations, and policies applicable to the Federal Family Education Loan Program. I certify under threat of penalty (including loss of reinsurance) that diligent attempts have been made to locate borrowers through reasonable skip tracing techniques for which default claims are filed therein. I understand that all documents, files, accounts, and records supporting this data are subject to audit or review by the Secretary of Education or other authorized representatives of the United States Government and I agree to make all such documents, files, accounts, and records available to the Secretary or such authorized representatives without restriction.

Warning:

Any person who submits false or inaccurate data may be subject to civil action and/or criminal penalties under the laws of the United States. Any person who knowingly and willfully destroys or conceals any record(s) relating to the provision of assistance under *Title IV* of the *Higher Education Act of 1965*, as amended, or attempts to so destroy or conceal with intent to defraud the United States or to prevent the United States from enforcing any right obtained by subrogation under Part B of *Title IV*, shall upon conviction thereof, be fined not more than \$20,000, or imprisoned not more than 5 years, or both, under the provisions of 20 U.S.C. 1097.

Designating Organization/Guaranty Agency Authorizing Official

Authorizing Official _____ Title _____

Digital/Original Signature _____ Date _____

Remit the form on the previous page and this Certification with a certified digital signature to the Department at fsa_gar@ed.gov.

The certified digital signature option is the preferred signature method. If this method is not available, remit both documents with original signature to:

U.S. Department of Education
830 First Street, NE, 5th Floor – Accounting Operations
Washington, DC 20002-5230

If you have any questions, email the Department at fsa_gar@ed.gov.

Federal Family Education Loan Program

Definition of terms:

The Guaranty Agency is the entity that participates in the electronic FSA Guarantor Payment program with the U.S. Department of Education hereafter referred to as the Department.

A site point is the organization transmitting data to or receiving data from the Department.

The Guaranty Agency may designate a site point as a particular office or person in the agency, or a separate third-party servicer acting on the guaranty agency's behalf.

The Guaranty Agency agrees to:

- Transmit documents to the Department to the Federal Student Aid Financial Management System by selection the following URL link:
https://fsa-fms.ed.gov/CustomLogin?resource_url=https%3A%2F%2Ffsa-fms.ed.gov%2Faccessgate%2Fdossologin,
- Participate in tests of its electronic processing system and procedures with Department staff. Upon successful completion of testing, the Department will begin using the electronic processing system to exchange data and information with the Guaranty Agency unless the Guaranty Agency violates the terms of this agreement and certification,
- Provide and maintain, at its own expense, all machines, and programs necessary to effectively and reliably transmit and receive data,
- Submit *Guaranty Agency Financial Reports* using Secure File Transfer Protocol (SFTP) or data entry in accordance with the Department's requirements and directions,
- Provide the Department with the name and address of the person legally responsible for the accuracy of the data and the transmissions to FSA,
- Certify the accuracy and completeness of the data electronically transmitted to FSA's Financial Management System, and
- Accurately complete all steps in the Agreement and Certification and promptly notify FSA of any change to the information provided herein.

A Guaranty Agency that fails to comply with the Department's procedures for electronic processing or violates applicable Federal laws or regulations regarding the submission of *Guaranty Agency Financial Report* data will be immediately suspended from participation in all electronic FSA FMS services and may be subject to limitation, suspension, or termination of its participation in the Federal Family Education Loan program.

Security – A Guaranty Agency submitting *Guaranty Agency Financial Report* data via FSA’s FMS shall follow these security practices:

- **User identification (ID) and password responsibilities:** Individual general users, service administrators, and product administrators are responsible for practicing effective password management. Users are responsible for maintaining the secrecy of their user IDs and passwords. Authorized users will be held responsible for all data transmitted to FSA under their user IDs.
- **Logging off and locking unattended terminals:** Computers should be logged off the network before they are turned off. If computers are to be left unattended for any reason, they should be logged off the network or keyboard locks should be used.
- **Physical security procedures and responsibilities:** The Guaranty Agency is responsible for the physical security of facilities at the sites that are connected to the network. This includes but is not limited to terminals, PCs, and printers. Guaranty Agencies are to report immediately to FSA any security incidents involving access to FSA’s FMS.
- **Reporting suspected security breaches:** All users are responsible for bringing suspected security breaches to the attention of their management.
- **Security breaches and termination of service:** If FSA is notified of a potential security breach, FSA may suspend direct access pending an inquiry. The Guaranty Agency will be notified as to the reason access has been suspended.

If the Guaranty Agency meets the requirements for participation in the electronic processing system, the Department will:

- Allow web submission of *Guaranty Agency Financial Report* data to FSA Guaranty Agency Reporting processing, using Secure File Transfer Protocol (SFTP) or data entry,
- Acknowledge web submissions by receipt that includes date and time of the transaction,
- Notify the Guaranty Agency if it does not accept the substance of the received web data, and
- Using FSA’s FMS security protocol, establish an identification and password for each Guaranty Agency user.

Miscellaneous:

- This Agreement is in effect until terminated by the guaranty agency or the Department. Termination is achieved by providing written notice to the other party at least 30 days in advance.
- The Guaranty Agency agrees to submit data in the format specified by the Department.