

# **Financial Management System (FMS) Lender Reporting Application External User Guide**

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## Table of Contents

1	Introduction .....	3
1.1	Purpose .....	3
1.2	Overview of the Lender Payment Process .....	3
1.3	Responsibilities.....	3
2	Sign on Procedures.....	4
3	Navigating in FMS .....	8
4	Update Profile (as a Lender) .....	10
4.1	Payment Information (View Only!).....	17
4.2	Guaranty Agency Information.....	19
4.3	Servicer Information .....	24
4.4	Additional LID(s) Information.....	29
5	Update Profile (as a Servicer) .....	33
5.1	Contact Information.....	35
5.2	Lender Information.....	39
6	FSA LaRS Form.....	41
6.1	Complete FSA LaRS Form Online .....	41
6.1.1	<i>Selection of Billing Period (Lender)</i> .....	43
6.1.2	Selection of Billing Period (Servicer).....	47
6.1.3	Part I – Loan Origination & Lender Fees .....	51
6.1.4	Part II – Interest Benefits .....	54
6.1.5	Part III – Special Allowance .....	57
6.1.6	Part IV – Loan Activity.....	61
6.1.7	Part V – Loan Portfolio Status .....	65
6.1.8	Save FSA LaRS Form.....	68
6.1.9	Exit LaRS.....	69
6.2	Submit FSA LaRS Form.....	70
6.3	Query on Existing FSA LaRS Forms.....	79
6.3.1	Search for a Specific FSA LaRS Form .....	83
7	File Transfer Process .....	88
7.1	Overview .....	88
7.1.1	Description .....	88
7.1.2	Process Flow .....	89
7.1.3	Rejection/Re-submission .....	89
7.1.4	File Level Error Checks .....	90
7.1.5	Invoice Level Error Checks .....	90
7.1.6	File Extension .....	90
7.2	Enrollment.....	90
7.3	Overview Funds Remittance Process.....	91

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8	Appendix.....	92
8.1	Appendix A – Frequently Asked Questions .....	92
	Appendix B– Fee Code Definitions NOTE – with the transition to 100% Direct Lending, this section is provided as information only. ....	93
8.2	Appendix E – Loan Origination and Lender Fee Percent Information NOTE – with the transition to 100% Direct Lending, this section is provided as information only.....	94
8.3	Appendix F – Loan Interest Rate Information .....	95
8.4	Appendix G – Billing Code Definitions .....	96
8.5	Appendix H – Special Allowance Category Definitions (Part III) .....	97

## 1 Introduction

### 1.1 Purpose

The purpose of the Lender User Guide is to introduce lenders and servicers to the Lender's Reporting Application (LaRS), its primary functions, screen layout, and general process flow. Users will also learn how to setup and configure their computer to gain access to LaRS via the Internet.

### 1.2 Overview of the Lender Payment Process

The on-line LaRS replaces the previous paper ED Form 799. The goal of the LaRS program is to streamline the business processes associated with exchanging financial information with Lenders and Servicers. This involves developing new business activities that integrate Lender and Servicer reporting with the Financial Management System (FMS). These business activities include: allowing Lenders and Servicers to electronically complete and submit their reports, developing digital approval and ad hoc query functionality, complying with current legislative mandates, providing timely notification of errors following submission, and integrating all activities with concurrent Federal Student Aid (FSA) enterprise-wide initiatives.

### 1.3 Responsibilities

Every system user is granted a role based on LAP/LaRS responsibilities to which they are assigned. The system administrator links the role to each user's system logon ID in FMS. The following are descriptions of the roles in FMS:

#### ***FSA LaRS Lender/Servicer***

This role has three different levels of security: View, Maintain and Submit. The Lender/Servicer will be assigned a level of access to FSA LaRS Form that coincides with the security level assigned to them. Each security level is explained in detail below:

##### ***View***

This role allows the user to have "read only" access to their LaRS data. This access means that the user is able to view the data, but is unable to make any changes to this data. Users will not have access to any data besides their own.

##### ***Maintain***

This role allows the user to view, update, and query their LaRS data, but will not be able to submit data. Users will not have access to any data besides their own. This role will also be able to update their Lender/Servicer profile data.

##### ***Submit***

This role allows the user to view, update, submit and query their LaRS data. Users will not have access to any data besides their own. This role will also be able to update their Lender/Servicer profile data.

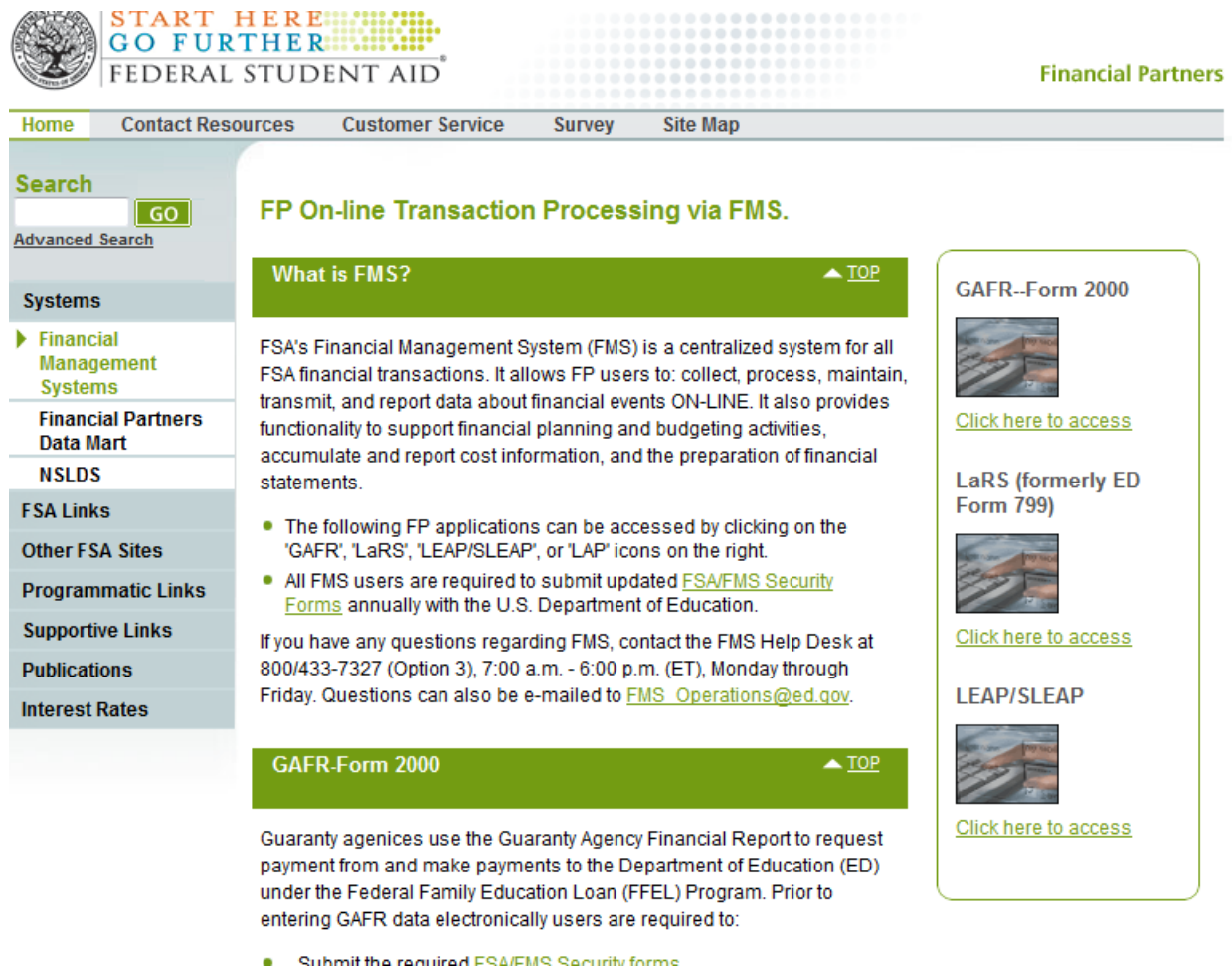
## 2 Sign on Procedures

Steps to access the LaRS application:

Open Internet Explorer, or another Internet browser. Type the following address: <http://www.fp.ed.gov>, and press the **Enter** Key. After a few moments, the “Financial Partners Portal” page appears.

The screenshot shows the Financial Partners Portal homepage. At the top left is the Federal Student Aid logo with the text "START HERE GO FURTHER FEDERAL STUDENT AID". To the right is a "Financial Partners" link. Below the logo is a navigation bar with links: Home, Contact Resources, Customer Service, Survey, and Site Map. On the left side, there is a search bar with a "GO" button and a link to "Advanced Search". Below the search bar is a sidebar menu with links: Systems, FSA Links, Other FSA Sites, Programmatic Links, Supportive Links, Publications, and Interest Rates. The main content area has a large heading "Welcome to Financial Partners Portal" and a paragraph stating the portal was designed in close cooperation with many partners. Below this is a link to "Voluntary Flexible Agreements". To the right, there is a "Disaster Assistance" link and a "What's New" section dated "January 12, 2015" with a bullet point for "GA Technical Update 2015-02". At the bottom, there is a box for the "Financial Management System (FMS)" with a description and a "GO" button.

1. Click on FMS under ‘FSA Links’ on the left side of the page or click on “GO”



**Financial Partners**

Home Contact Resources Customer Service Survey Site Map

**Search**  
 **GO**  
[Advanced Search](#)

**Systems**

- Financial Management Systems
- Financial Partners Data Mart
- NSLDS
- FSA Links
- Other FSA Sites
- Programmatic Links
- Supportive Links
- Publications
- Interest Rates

**FP On-line Transaction Processing via FMS.**

**What is FMS?** [▲ TOP](#)

FSA's Financial Management System (FMS) is a centralized system for all FSA financial transactions. It allows FP users to: collect, process, maintain, transmit, and report data about financial events ON-LINE. It also provides functionality to support financial planning and budgeting activities, accumulate and report cost information, and the preparation of financial statements.

- The following FP applications can be accessed by clicking on the 'GAFR', 'LaRS', 'LEAP/SLEAP', or 'LAP' icons on the right.
- All FMS users are required to submit updated [FSA/FMS Security Forms](#) annually with the U.S. Department of Education.


If you have any questions regarding FMS, contact the FMS Help Desk at 800/433-7327 (Option 3), 7:00 a.m. - 6:00 p.m. (ET), Monday through Friday. Questions can also be e-mailed to [FMS\\_Operations@ed.gov](mailto:FMS_Operations@ed.gov).

**GAFR-Form 2000** [▲ TOP](#)


Guaranty agencies use the Guaranty Agency Financial Report to request payment from and make payments to the Department of Education (ED) under the Federal Family Education Loan (FFEL) Program. Prior to entering GAFR data electronically users are required to:

- Submit the required [FSA/FMS Security forms](#)


**GAFR--Form 2000**

  
[Click here to access](#)

**LaRS (formerly ED Form 799)**

  
[Click here to access](#)

**LEAP/SLEAP**

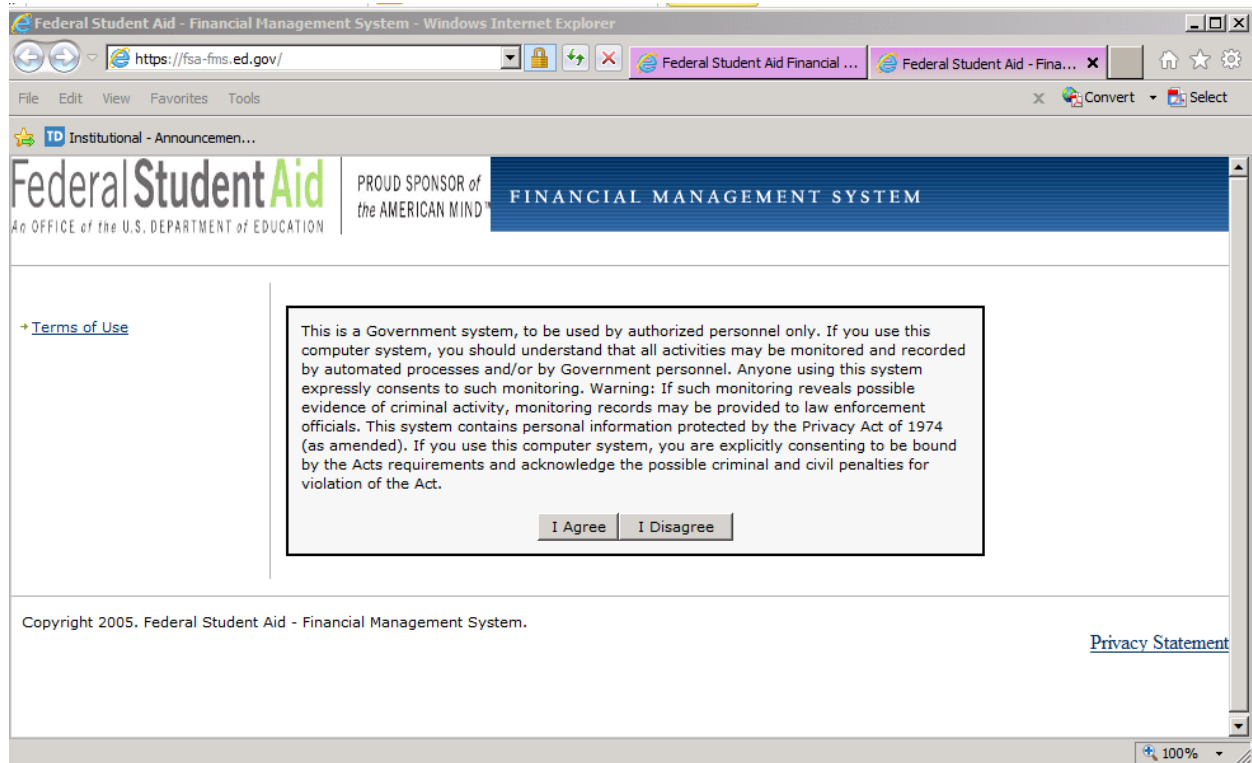
  
[Click here to access](#)

2. Click on the '**LaRS (formerly ED Form 799)**' box on the right. The Oracle Applications logon screen will appear.

NOTE: if a "Security Warning" window appears, you will need to install a plug-in called J-Initiator onto your desktop. For more information on how to do this, please refer to "Appendix C – Installing J-Initiator."

3. After clicking on the LaRs link the following message appears regarding the Terms of Use Please read and click on the **'I Agree'** button.

Open your web browser (Internet Explorer) and type in the URL (web page address) of the FMS. It is strongly recommended that you add the FMS link to your Internet Explorer favorites. The screen shown below will appear:



*You will be required to click on either **'I Agree'** or **'I Disagree'** Once you agree to the Terms of use, the FMS login screen will be available.*

The screenshot shows a web browser window with the URL <http://fsdloam1.ed.gov:7003/oe>. The page header includes the Federal Student Aid logo, the text "An OFFICE of the U.S. DEPARTMENT of EDUCATION", and "PROUD SPONSOR of the AMERICAN MIND". A blue banner reads "FINANCIAL MANAGEMENT SYSTEM". Below the header is a search bar with "Federal Student Aid" entered. A large text box contains a disclaimer about U.S. government information system usage. Below the disclaimer is a "Login" link. The login form has fields for "Username", "Password", and "Token", followed by a "Login" button. There are also links for "Register Token" and "Lost/Forgot Token". At the bottom, it says "Copyright (c) 2006, Oracle. All rights reserved." and has a "Privacy Statement" link.

1. Input your FMS User name in the **User Name** field.
2. Tab to the **Password** field and input your password.
3. Tab to the Token field and input your token-generated number.
4. Press the Login key.

**FYI**

*The first time you sign on to the system and every 90 days thereafter, a "Password Update" message will appear. The system will request the original password to be entered, and a new password to be entered and re-entered. The new password needs to have a minimum of 8 alphanumeric characters, and can be chosen by the user.*





**FYI**

*You may find it helpful to print the FMS Toolbar Icon Glossary and use it as a desk reference as you process your LaRS.*

**FYI**

*To navigate forward through the fields on any LaRS screen, simply press on the tab key. To navigate backwards, hold the shift key down while pressing the tab key. This will move you backwards sequentially through the fields.*

*-OR-*

*Use your mouse to put the cursor in a desired field at any time.*

## 4 Update Profile (as a Lender)

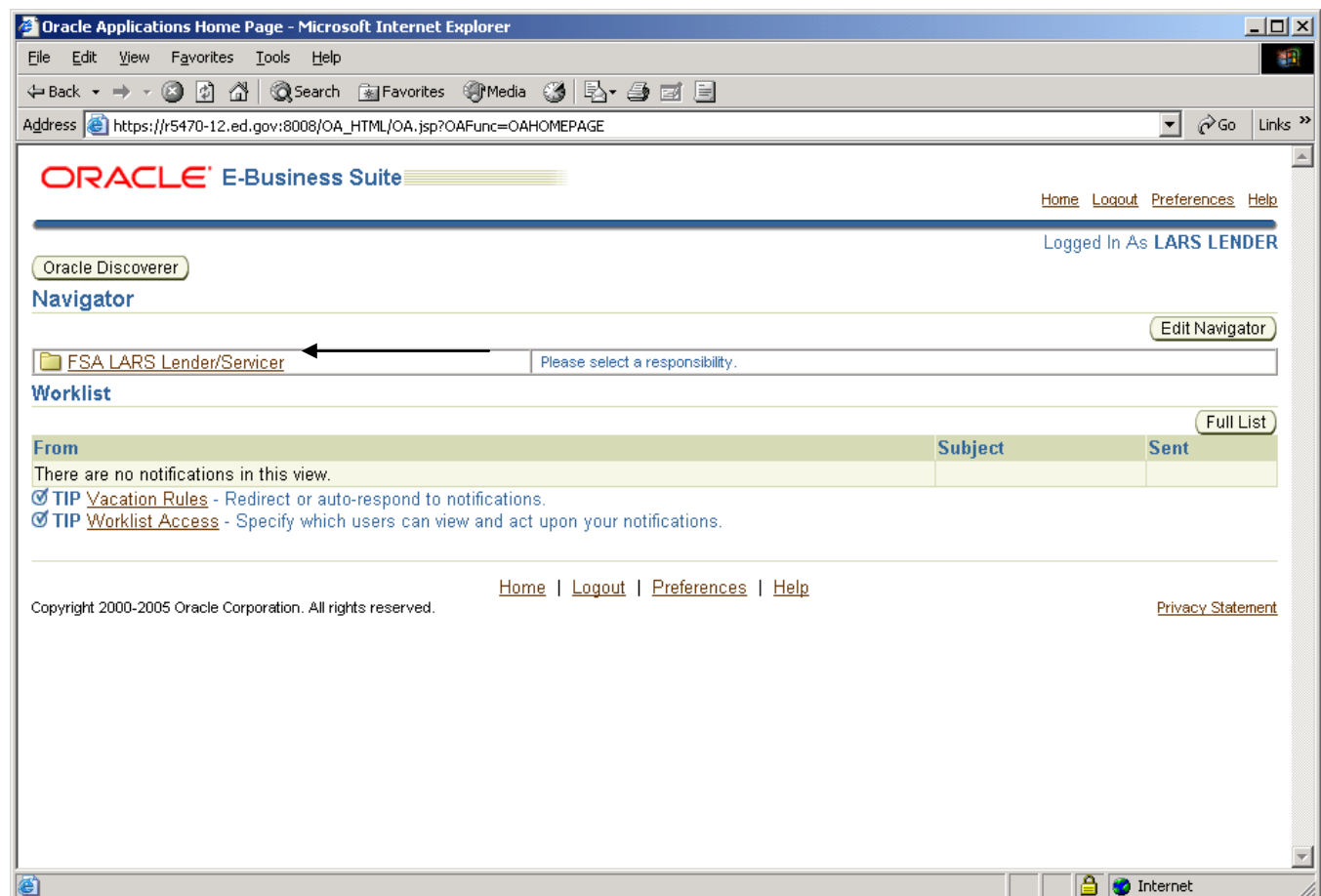
**Who:** FSA LaRS Lender/Service Users with Maintain or Submit Access

**Frequency:** As Necessary

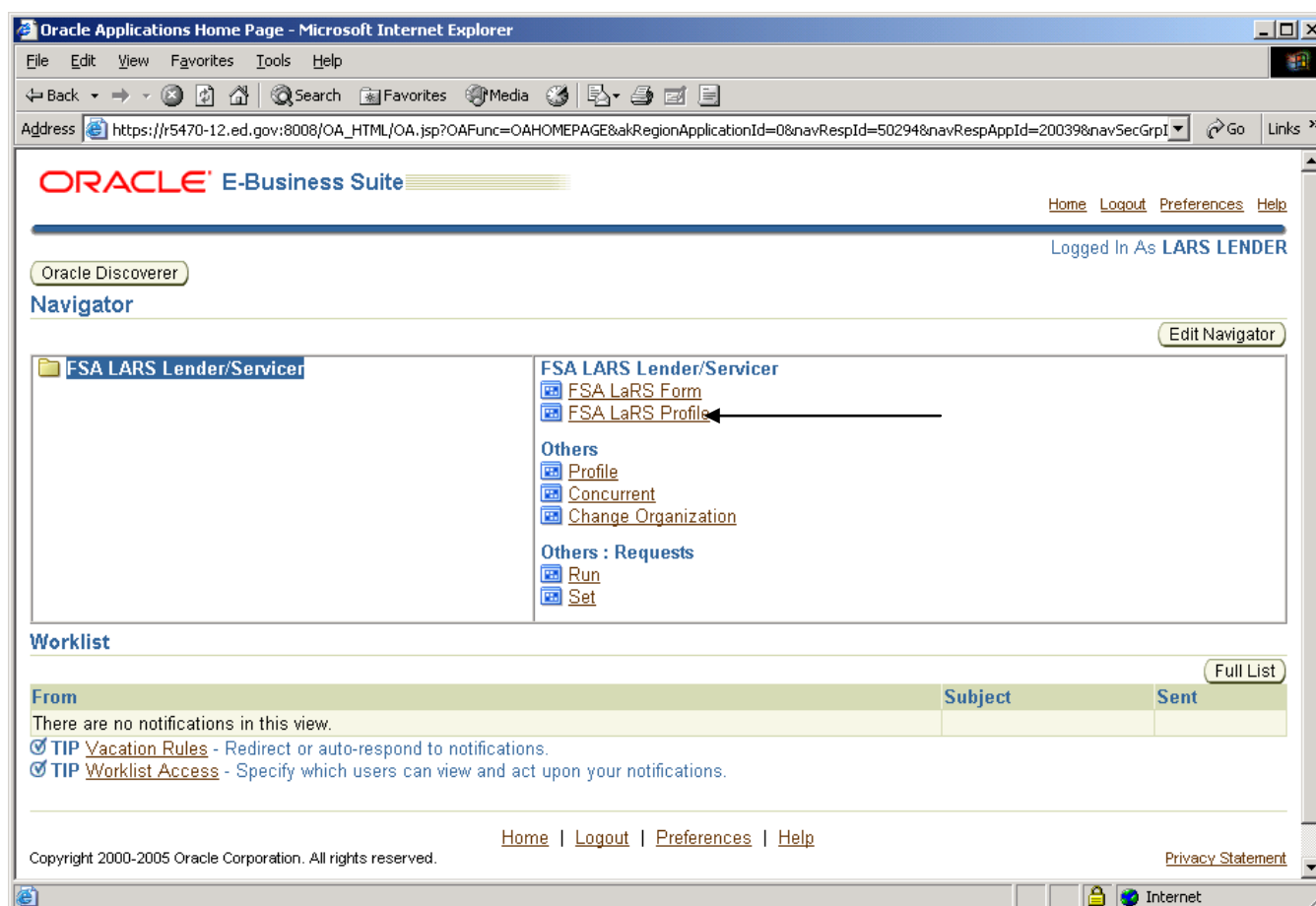
**Scenario:** The FSA LaRS Profile option enables authorized users, to search on a combination of Federal Tax ID, Lender/Service/Trustee Name and Lender/Service/Trustee ID. Once a query is performed for the desired data, the user will be able to make updates. Demographic information requested includes, contacts, , Guaranty Agencies, Services, and additional LIDs. In addition, lenders will be able to view their payment information.

Navigator Screen

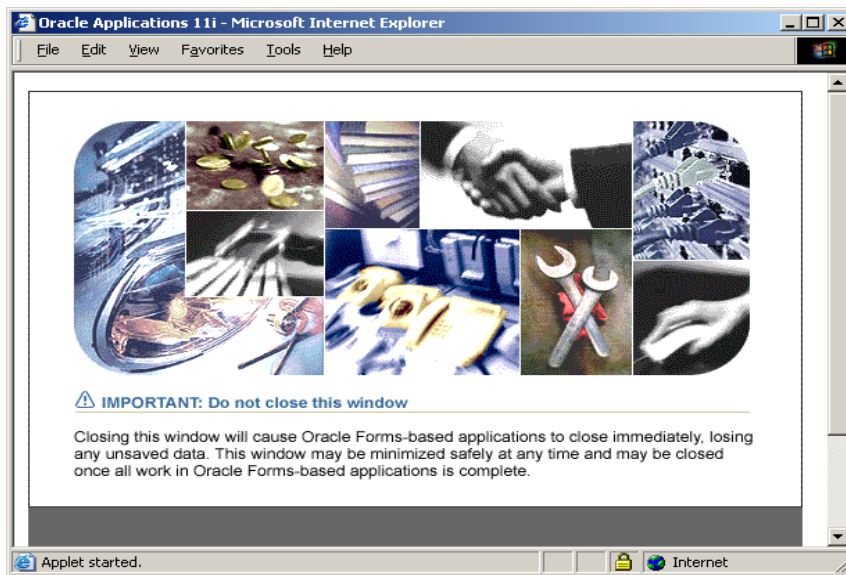
Sign on to LaRS using your FMS Oracle Applications User Name and Password. The following “Navigator” window appears.



1. Double-click on **FSA LaRS/LENDER SERVICER**



2. Double-click on FSA LaRS Profile. This will open the LaRS Profile, “Contact Information” screen.



## Contact Information

This screen enables authorized users to review, update and query on demographic information pertaining to organization's contact person.

1. Tab to the **Lender/Service/Trustee ID** field. For lenders who only have one LID, this screen will pre-populate .
2. Click the **View** option from the menu bar and select **Query by Example** from the drop down list  
Enter the LID that is to be queried, then select **ENTER**  
Or
3. Or press F11, Enter the LID and Press CtrlF11.
4. The “Contact Information” screen will populate with all of the contact information pertaining to the organization.

**Lender's Interest and Special Allowance Request and Report (LaRS)**

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411** ☐ Is an OPA on file?

Institution Type: **Interest Calculation: Actual (365/366 D...**

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third\_Party\_Designation LIBOR/Hybrid: **LIBOR/Hybrid:**

**Contact Information**

**-Address**

Address Line1	Address Line 2	Address Line 3
<b>FFELP ADMIN USE ONLY</b>		

**-Contact**

First Name	MN	Last Name	Email Address	Area Code
<b>Angela</b>		<b>Roca-Baker</b>	<b>angela.roca-baker@e</b>	<b>202</b>
<b>PAT</b>		<b>DEUTSCH</b>	<b>pat.deutsch@ed.gov</b>	<b>202</b>

1. Note the status of the **Is an OPA on file?** checkbox. If an OPA (Organization Participation Agreement) has been received from the organization, the box will be checked. If an OPA has not been received, the box will be unchecked. This is a “read only” field.

**FYI**

*An OPA is an agreement that the user agrees to submit/receive data electronically on LaRS to/from the Department of Education. It is renewed every 2 years.*

2. Note the **Interest Calculation** field. If the interest calculation method shown is not accurate, click on the drop-down arrow. Highlight and click on the interest calculation method that the organization currently uses. This is a required field.
3. Note the **Institution Type** field. If the institution type shown does not accurately describe the organization, click on the drop-down arrow. Highlight and click on the institution type that best represents the organization. This is a required field.
4. Note the LIBOR/Hybrid/For Profit/Tax-exempt/Trustee/Third Party Statuses: These fields are view only. Please contact FSA to make any changes.
5. Note the **Address** fields. If the address shown in the address lines is not current, update them with the appropriate information. The **Address Line 1** field is a required field. All other Address Line fields are optional.

**FYI**

*When information is queried for a Lender or Servicer, the user will see only one record in the address block. When information is queried for a Trustee, there will be a second record in the Address block. The second record is the Entity information for the Trustee. If the user moves the cursor to this second record, the contact information displayed will be for the Entity record.*

6. Scroll to the right using the scroll bar arrows. The following fields will appear:
  - **City**
  - **State**
  - **ZIP Code**
  - **Area Code**
  - **Phone**
  - **Fax Area Code**
  - **Fax Number**

If the information in any of these fields is not current, update them with the appropriate information.



7. Note the **First Name** field. If the contact person for the organization has changed, update this field with the first name of the appropriate contact person. The contact person should be authorized to address inquiries concerning information about the student loan program. This is a required field.
8. Note the **Middle Name** field. If the contact person for the organization has changed, update this field with the middle initial of the appropriate contact person. This is not a required field.
9. Note the **Last Name** field. If the contact person for the organization has changed, update this field with the last name of the appropriate contact person. This is a required field.
10. Note the **Email Address** field. If the email address shown for the contact person is not current, update it with the appropriate information. This is a required field.
11. Scroll to the right using the scroll bar arrows. The following fields will appear:
  - **Area Code**
  - **Phone**

If the information in any of these fields is not current, update them with the appropriate information.

12. Once the appropriate fields have been updated, click on the **Save** icon to save the changes. Note that only FSA LaRS Lender/Service users with Submit access will be able to save changes.
13. Once the “Contact Information” screen has been updated and saved, click on the menu drop down arrow and select the next screen.

–OR–

14. If no further profile updates need to be made, click **File** from the menu bar and select **Close Form** from the drop down list. This will bring the user back to the “Navigator” window.

#### 4.1 Payment Information (View Only!)

This screen enables authorized users to view and query on demographic information pertaining to the bank where the organization's lender's payment is sent. **No updates may be made to this screen.** If changes are necessary, contact the FMS Helpdesk at 1-800-433-7327, Option #3, or via email at fsa\_lr@ed.gov.

**Lender's Interest and Special Allowance Request and Report (LaRS)**

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411** ☐ Is an QPA on file?

Institution Type: **Actual (365/366 D...** Interest Calculation:

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third Party Designation LIBOR/Hybrid:

**Payment Information**

Bank Name: **DUMMY LID** City: **WASHINGTON**

Address: **830 FIRST ST. NE** State: **DC**

**5TH FLOOR** Zip: **20202**

**LENDER REPORTING**

Bank Number / ABA Number: **000000000** Bank Account Number: **NO WHD-PAYEE FOUN**

1. Note the **Bank Name** field. This is the name of the financial institution where the payment should be sent.
2. Note the **Address** field. This is the street address where the payment should be sent.
3. Note the **City** field. This is the city where the bank is located.

4. Note the **State** field. This is the state where the bank is located.
5. Note the **ZIP** field. This is the ZIP code where the bank is located.
6. Note the **Number/ABA Number** field. This is routing number for the bank.
7. Note the **Bank Account Number** field. This is the account number to which deposits are made.
8. Once the “Payment Information” screen has been reviewed, click on the menu drop down arrow and select the next screen that needs to be updated.

-OR-

9. If no further profile updates need to be made, click the **File** option from the menu bar and select **Close Form** from the drop down list. This will bring the user back to the “Navigator” window.

## 4.2 Guaranty Agency Information

This screen enables authorized users to capture the Guaranty Agency associated with the Lender.

The screenshot shows the 'Lender's Interest and Special Allowance Request and Report (LaRS)' window. The top section contains fields for Lender/Service/Trustee Name (DUMMY LID FOR ED ACCTG), Federal Tax ID (84-1024566), Lender/Service/Trustee ID (877411), and Institution Type (dropdown). Below these are checkboxes for Not For Profit, Tax Exempt Eligible, Trustee, and Third Party Designation, along with an Interest Calculation dropdown (Actual (365/366 D...)). A 'Guaranty Agency' dropdown is also present. The main section is titled 'Guaranty Agency Information - Profile Change' and includes the instruction 'Update Guaranty Agencies associated with your institution.' Below this is a table with columns: GA Code, Name, Start Date, and End Date. The first row shows GA Code 711, Name Office of Postsecondary Education, Research and Assi, Start Date 30-DEC-2002, and an empty End Date field. There are several empty rows below.

GA Code	Name	Start Date	End Date
711	Office of Postsecondary Education, Research and Assi	30-DEC-2002	

1. Note the Guaranty Agency listed in the **Name** field.
2. If the Guaranty Agency displayed is no longer valid, click in the **End Date** field and input the date the relationship ended. To do so, click on the small box that appeared when you clicked in the End Date field. A calendar will appear:

**Lender's Interest and Special Allowance Request and Report (LaRS)**

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411**

Institution Type:

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third\_Party\_Designation

Interest Calculation: **Actual (365/366 D...**

LIBOR/Hybrid:

**Guaranty Agency**

Guaranty Agency Information - Profile Change

Update Guaranty Agencies associated with your institution.

GA Code	Name	Start Date	End Date
<b>711</b>	<b>Office of Postsecondary Education, Research and Assi</b>	<b>30-DEC-2002</b>	<b></b>

**Calendar**

January 2015

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	<b>29</b>	30	31
1	2	3	4	5	6	7

**29-JAN-2015**

OK Cancel

Select the correct date and click the OK button. The End Date field will populate with the date chosen. The End Date can also be entered manually in a DD-MON-YYYY format.

### FYI

The arrows on the right increase and decrease the year. The arrows on the left increase and decrease the month. Click on any of the dates in the month to select the day.

**Lender's Interest and Special Allowance Request and Report (LaRS)**

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411**

Institution Type: ▼

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third\_Party\_Designation LIBOR/Hybrid:  

Interest Calculation: **Actual (365/366 D...** ▼

☐ Is an QPA on file?

**Guaranty Agency** ▼

Guaranty Agency Information - Profile Change

Update Guaranty Agencies associated with your institution.

GA Code	Name	Start Date	End Date
<b>711</b>	<b>Office of Postsecondary Education, Research and Assi</b>	<b>30-DEC-2002</b>	
		<b>29-JAN-2015</b>	

Guaranty Agencies X

Find%

GA Code	Name
705	Student Loan Guaranty Foundation of Arkansas
706	ECMC-CA
708	College Assist
709	Connecticut Student Loan Foundation
711	Office of Postsecondary Education, Research and Assistance
712	Florida Department of Education
733	New Hampshire Higher Education Assistance Foundation
734	New Jersey Higher Education Student Assistance Authority
735	New Mexico Student Loan Guaranty Corporation
736	Higher Education Services Corporation of New York

Find

3. To add additional Guaranty Agencies, click inside the first empty **GA Code** field.
4. Click on the box that appears. The Guaranty Agency list will appear.
5. **Select** the appropriate Guaranty Agency from the Guaranty Agency list. Click the **OK** button. The Name and GA Code fields will automatically populate. These are required fields.
6. Once the appropriate fields have been updated, click on the **Save** icon to save the changes. **Note that only FSA LaRS users with Submit access will be able to save changes.**
7. Once the “Guaranty Agency Information” screen has been updated and saved, click on the menu drop down arrow and select the next screen that needs to be updated.

-OR-

8. If no further profile updates need to be made, click the **File** option from the menu bar and select **Close Form** from the drop down list. This will bring the user back to the “Navigator” window.

**FYI**

*If more than seven Guaranty Agencies are associated with this LID, then press the down arrow on your keyboard. A new line will be provided. Continue adding new lines until all of the associated Guaranty Agencies are listed.*

**FYI**

*To delete a Guaranty Agency from the Guaranty Agency screen, click inside the field that contains the name of the Guaranty Agency to be deleted. Click on the **Delete Record** icon and the record will be permanently deleted.*



### 4.3 Servicer Information

This screen enables authorized users to capture the Servicers associated with a specific Lender.

The screenshot shows the 'Lender's Interest and Special Allowance Request and Report (LaRS)' window. The top section contains fields for Lender/Servicer/Trustee Name (DUMMY LID FOR ED ACCTG), Federal Tax ID (84-1024566), Lender/Servicer/Trustee ID (877411), and Institution Type (a dropdown menu). There are also checkboxes for 'Not For Profit', 'Tax Exempt Eligible', 'Trustee', and 'Third\_Party\_Designation', and a 'LIBOR/Hybrid' field. The 'Interest Calculation' is set to 'Actual (365/366 D...'. Below this is a 'Servicer Information' section with a dropdown menu and a table for updating servicer information.

Update Servicer(s) your institution works with.

Servicer Id	Servicer Name	Function (Submit/View or Maintain)	Start Date	End Date
700001	ALABAMA COMMISSION ON HIGHER	Submit	29-JAN-2015	

1. Note the Servicer listed in the **Servicer Name** field.
2. If the Servicer displayed is no longer valid, click in the **End Date** field and input the date the relationship ended. To do so, click on the box that appears in the End Date field - a calendar will appear:

**Lender's Interest and Special Allowance Request and Report (LaRS)**

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411** ☐ Is an OPA on file?

Institution Type: **\_\_\_\_\_** Interest Calculation: **Actual (365/366 D...**

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third\_Party\_Designation LIBOR/Hybrid: **\_\_\_\_\_**

**Service/Information**

Update Service/Information(s) your institution works with.

Service/Id	Service/Name	Function (Submit/View or Maintain)	Start Date	End Date
<b>700001</b>	<b>ALABAMA COMMISSION ON HIGHER</b>	<b>Submit</b>	<b>29-JAN-2015</b>	

**Calendar**

January 2015

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	<b>29</b>	30	31
1	2	3	4	5	6	7

**29-JAN-2015**

OK Cancel

3. Select the correct date and click the **OK** button. The **End Date** field will populate with the date chosen. **The End Date can also be entered manually in a DD-MON-YYYY format.**

### FYI

*The arrows on the right increase and decrease the year. The arrows on the left increase and decrease the month. Click on any of the dates in the month to select the day.*

**Lender's Interest and Special Allowance Request and Report (LaRS)**

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411** ☐ Is an QPA on file?

Institution Type: **\_\_\_\_\_** Interest Calculation: **Actual (365/366 D...**

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third\_Party\_Designation LIBOR/Hybrid: **\_\_\_\_\_**

**Service/Information**

Update Service/er(s) your institution works with.

Service/er Id	Service/er Name	Function (Submit/View or Maintain)	Start Date	End Date
<b>700001</b>	<b>ALABAMA COMMISSION ON HIGHER</b>	<b>Submit</b>	<b>29-JAN-2015</b>	
			<b>29-JAN-2015</b>	

Service/er **700001** **ALABAMA COMMISSION ON HIGHER E**

Find **7%**

Service/er (Lid No.)	Vendor Name
<b>700001</b>	<b>ALABAMA COMMISSION ON HIGHER E</b>
700002	CONN. ASSISTANCE FOR LOAN SERV
700006	ACS EDUCATION SERVICES
700008	SOUTHWEST STUDENT SERVICES C
700009	BANK OF NORTH DAKOTA
700014	BRAZOS HESC TX (closed under 7002
700018	THE STUDENT LOAN CORPORATION
700023	COLLEGE ACCESS NETWORK
700027	COSTEP
700030	NELNET LOAN SERVICES INC. (JAX)
700038	GREAT LAKES ED LOAN SVCS, INC. (E
700041	NELNET (EFS)
700054	F.I.S.C.

**Find** **OK** **Cancel**

- To add additional Service/ers, click inside the first empty **Service/er Name** field.
- Click on the button that appears in the Service/er Name fieldThe Service/ers list will appear.
- Select the appropriate Service/er from the Service/er list.

Click the **OK** button. The **Service/er Name** and **Service/er ID** fields will automatically populate. These are required fields.

Lender's Interest and Special Allowance Request and Report (LaRS)

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411** ☐ Is an QPA on file?

Institution Type:  Interest Calculation: **Actual (365/366 D...**

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third\_Party\_Designation LIBOR/Hybrid:

**Service Information**

Update Service(s) your institution works with.

Service Id	Service Name	Function (Submit/View or)	Start Date	End Date
700001	ALABAMA COMMISSION ON HIGHER	Maintain	29-JAN-2015	
700002	CONN. ASSISTANCE FOR LOAN SER'	Submit	29-JAN-2015	

7. Click on the drop down arrow beside the **Function** field. Choose the appropriate function for the Service.
- Note:** Select 'Submit' if the Service fills out AND submits quarterly billings for the institution. Select "Maintain" if the Service completes but WILL NOT submit quarterly billings for the institution.
8. Click inside the **Start Date** field. This is a required field. The Start Date field will pre-populate with the current date. **The Start Date can also be entered manually in a DD-MON-YYYY format or by selecting the calendar.**
  9. If desired, an **End Date** for the service relationship can be entered, but it is not required. To enter an End Date, repeat steps 2 and 3. **The End Date can also be entered manually in an XX-MON-YYYY format.**
  10. Once the appropriate fields have been updated, click on the **Save** icon to save the changes. Note that only FSA LaRS Lender/Service users with Submit access will be able to save changes.

11. Once the “Servicer Information” screen has been updated and saved, click on the menu drop down arrow and select the next screen that needs to be updated.

-OR-

12. If no further profile updates need to be made, click the **Action** option from the menu bar and select **Close Window** from the drop down list. This will bring the user back to the “Navigator” window.

**FYI**

*If more than seven Servicers are associated with this LID, then press the down arrow on your keyboard. A new line will be provided. Continue adding new lines until all of the associated Servicers are listed.*

**FYI**

*To delete a Servicer from the “Servicer Information” screen, click inside the field that contains the name of the Servicer to be deleted. Click on the **Delete Record** icon and the record will be permanently deleted.*

#### 4.4 Additional LID(s) Information

This screen enables authorized users to capture any additional LID(s) the Lender uses for participation in the FFEL program.

**Lender's Interest and Special Allowance Request and Report (LaRS)**

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411** ☐ Is an QPA on file?

Institution Type: **Actual (365/366 D...**

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third\_Party\_Designation LIBOR/Hybrid: **Interest Calculation:**

**Additional LID(s) Information**

Do you participate in the FFEL program under a different LID(s)? If so, please enter the additional LID(s).

LID Number	Vendor Name	Start Date	End Date
		<b>29-JAN-2015</b>	

1. Note the Lender listed in the **Vendor Name** field.
2. If the Lender displayed is no longer valid, click in the **End Date** field and input the date the relationship ended. Click on the box that appears in the End Date and a calendar will appear

**Lender's Interest and Special Allowance Request and Report (LaRS)**

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411**

Institution Type: **[Dropdown]** Interest Calculation: **Actual (365/366 D...)**

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third Party Designation LIBOR/Hybrid: **[Field]**

**Additional LID(s) Information**

Do you participate in the FFEL program under a different LID(s)? If so, please enter the additional LID(s).

LID Number	Vendor Name	Start Date	End Date
<b>834551</b>	<b>FRONT RANGE BANK</b>	<b>29-JAN-2015</b>	

**Calendar**

January 2015

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	<b>29</b>	30	31
1	2	3	4	5	6	7

**29-JAN-2015**

OK Cancel

3. Select the correct date and click the **OK** button. The **End Date** field will populate with the date chosen. The **End Date** can also be entered manually in a DD-MON-YYYY format.

### FYI

*The arrows on the right increase and decrease the year. The arrows on the left increase and decrease the month. Click on any of the dates in the month to select the day.*

4. If the Lender administers any portion of their portfolio under a LID that is not already listed, click inside the first empty **LID Number** field and input the additional LID. Press enter when finished. If no name appears in the vendor name field, recheck that you entered the LID correctly.

Lender's Interest and Special Allowance Request and Report (LaRS)

Lender/Service/Trustee Name: **DUMMY LID FOR ED ACCTG** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **877411** ☐ Is an OPA on file?

Institution Type: **Actual (365/366 D...**

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☐ Third\_Party\_Designation LIBOR/Hybrid:

**Additional LID(s) Information**

Do you participate in the FFEL program under a different LID(s)? If so, please enter the additional LID(s).

LID Number	Vendor Name	Start Date	End Date
834551	FRONT RANGE BANK	29-JAN-2015	29-JAN-2015
834550	WELLS FARGO BANK ELT SLFC	29-JAN-2015	

- Note that the **Vendor Name** and **Start Date** fields populates automatically.
- Click inside the **Start Date** field. This is a required field. If the date is different that the current date, input the date the relationship started. **The End Date can also be entered manually in a DD-MON-YYYY format.**



7. If desired, an **End Date** for the additional LID can be entered, but it is not required. To enter an End Date, repeat steps 2 and 3. **The End Date can also be entered manually in a XX-MON\_YYYY format.**
8. Once the appropriate fields have been updated, click on the **Save** icon to save the changes. Note that only FSA LaRS users with Submit access will be able to save changes.
9. Once the “Additional LID Information” screen has been updated and saved, click on the menu drop down arrow and select the next screen that needs to be updated.
10. If no further profile updates need to be made, click the **File** option from the menu bar and select **Close Form** from the drop down list. This will bring the user back to the “Navigator” window.

-OR-

11. To close the LaRS application, select “Exit Oracle Applications” from the **Action** option on the menu bar.

**FYI**

*If more than seven LIDs are associated with this organization, then press the down arrow on your keyboard. A new line will be provided. Continue adding new lines until all of the associated LIDs are listed.*

**FYI**

*To delete a LID from the “Additional LIDs Information” screen, click inside the field that contains the name of the LID to be deleted. Click on the **Delete Record** icon and the record will be permanently deleted.*

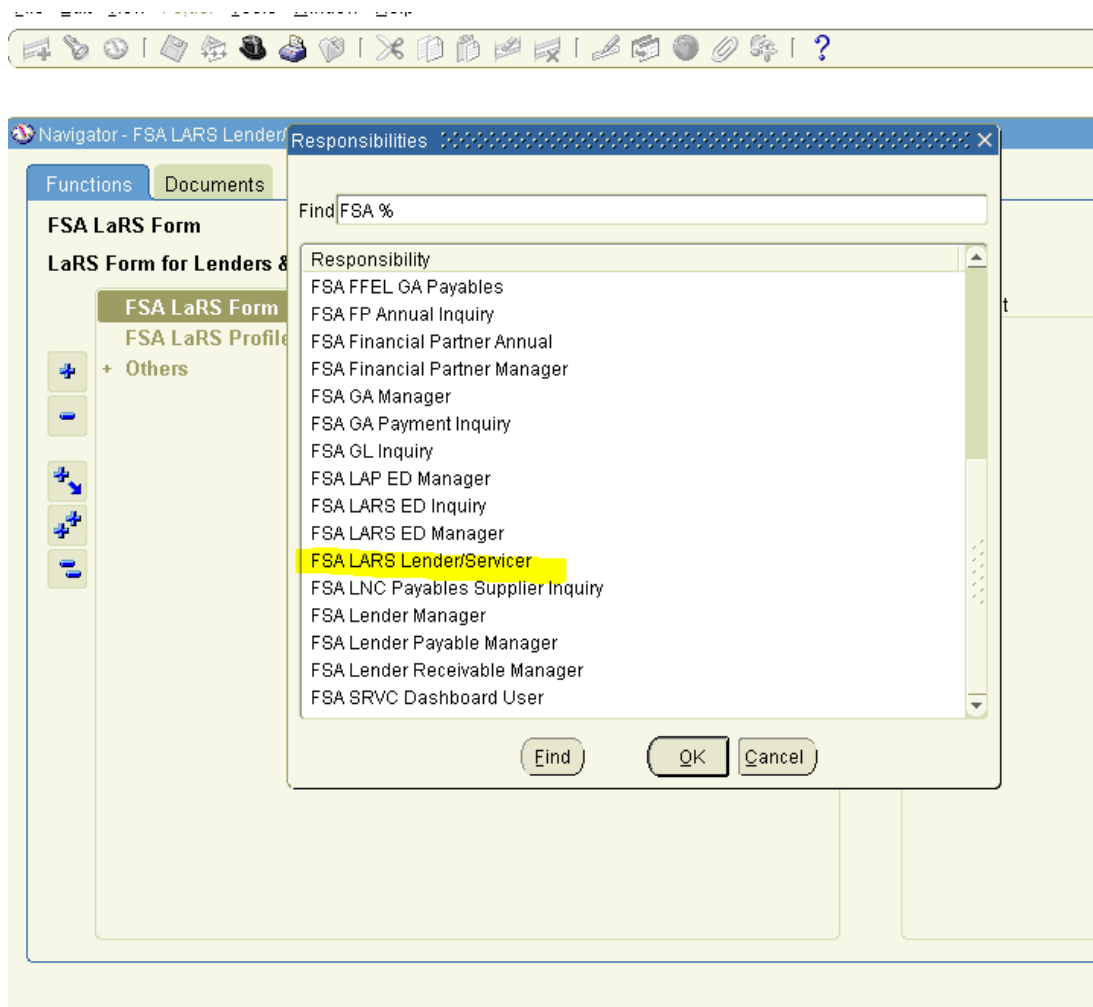
## 5 Update Profile (as a Servicer)

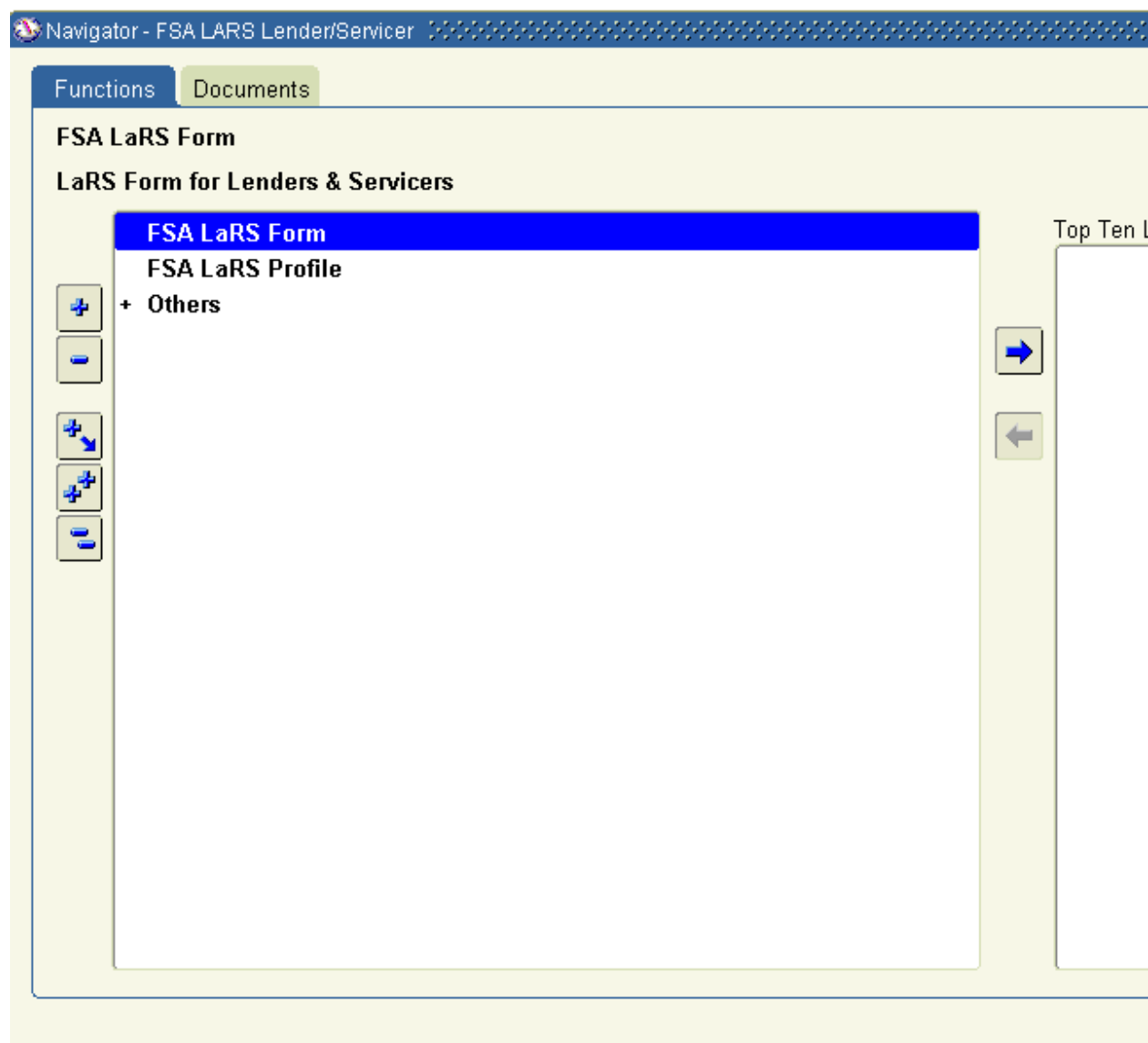
**Who:** FSA LaRS Lender/Servicer Users with Maintain or Submit Access

**Frequency:** As Necessary

**Scenario:** The FSA LaRS Profile option enables authorized Servicers, to update their contact information. Servicers will also be able to view the Lenders who selected them to maintain their portfolio.

**Navigator Screen:** Sign on to LaRS using your FMS Oracle Applications User Name and Password. The following “Navigator” window appears.





1. Double-click on **FSA LaRS Profiles**. This will open the LaRS Profile, “Contact Information” screen.

**FYI**

*Profile functionality is for update purposes only. Users may not insert new records through the Profile screens.*

## 5.1 Contact Information

This screen enables authorized users to review and update on demographic information pertaining to the Servicing organization's contact person.

5. Tab to the **Lender/Servicer/Trustee ID** field and input the ID that is to be queried. (For most users this screen will pre-populate for you upon log-in.) Click the **View** option from the menu bar and select **Query by Example** from the drop down list. Then select **ENTER**. The "Contact Information" screen will populate with all of the contact information pertaining to the organization.

Or

1. Or press F11, Enter the LID and Press CtrlF11.

**FYI**

*The **Lender/Servicer/Trustee Name** and **Federal Tax ID** fields will be populated and “read-only” based upon the Servicer who logged on.*

**Lender's Interest and Special Allowance Request and Report (LaRS)**

Lender/Service/Trustee Name: **US DOE -- SPECIAL PURPOSE** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **799999**

Institution Type: **[Dropdown]**

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☒ Third Party Designation

Interest Calculation: **[Dropdown]** ☐ Is an OPA on file?

LIBOR/Hybrid: **[Dropdown]**

**Contact Information**

**-Address**

Address Line1	Address Line 2	Address Line 3
<b>830 FIRST ST., NE</b>		

**-Contact**

First Name	MN	Last Name	Email Address	Area Code
<b>SAM</b>		<b>SMITH</b>	<b>fsa_lr@ed.gov</b>	<b>202</b>

1. Note the status of the **Is an OPA on file?** checkbox. If an OPA (Organization Participation Agreement) has been received from the Lender/Service/Trustee, the box will be checked. If an OPA has not been received from the Lender/Service/Trustee, the box will be unchecked. This is a “read only” field.

2. Note the **Address** fields. If the address shown in the address lines is not current, update them with the appropriate information. The **Address Line 1** field is a required field. All other Address Line fields are optional.
3. Scroll to the right using the scroll bar arrows. The following fields will appear:
  - **City**
  - **State**
  - **ZIP Code**
  - **Area Code**
  - **Phone**
  - **Fax Area Code**
  - **Fax Number**
  - **Lender ID**

If the information in any of these fields is not current, update them with the appropriate information.

4. Note the **Third-Party Designation** field – This box is checked to designate the entity as a approved third party servicer.
5. Note the **First Name** field. If the contact person for the Servicing organization has changed, update this field with the first name of the appropriate contact person. The contact person should be knowledgeable about the student loan program. This is a required field.
6. Note the **Middle Name** field. If the contact person for organization has changed, update this field with the middle initial of the appropriate contact person. This is not a required field.

7. Note the **Last Name** field. If the contact person for the organization has changed, update this field with the last name of the appropriate contact person. This is a required field.
8. Note the **Email Address** field. If the email address shown for the contact person is not current, update it with the appropriate information. This is a required field.
9. Scroll to the right using the scroll bar arrows. The following fields will appear:
  - **Area Code**
  - **Phone**

If the information in any of these fields is not current, update them with the appropriate information.

10. Once the appropriate fields have been updated, click on the **Save** icon to save the changes. Note that only FSA LaRS Lender/Service user with Submit access will be able to save changes.
11. Once the “Contact Information” screen has been updated and saved, click on the menu drop down arrow and select the next screen.

–OR–

12. If no further profile updates need to be made, click the **File** option from the menu bar and select **Close Form** from the drop down list. This will bring the user back to the “Navigator” window.

## 5.2 Lender Information

This screen allows Servicers to view all Lenders that have identified them as a valid Servicer.

Lender/Service/Trustee Name: **US DOE -- SPECIAL PURPOSE** Federal Tax ID: **84-1024566**

Lender/Service/Trustee ID: **799999** ☐ Is an OPA on file?

Institution Type:  Interest Calculation:

☐ Not For Profit ☐ Tax Exempt Eligible ☐ Trustee ☒ Third Party Designation LIBOR/Hybrid:

**Lender Information**

Lender(s) your institution works with.

Lender ID	Lender Name	Function (Submit/View or Maintain)	Start Date	End Date
834544	BANK OF TEXAS ELT NTHEA	Submit	31-DEC-2012	20-JUN-2013
834528	CONDUIT EFS INTERIM ELT WELLS FARGO	Submit	31-DEC-2012	10-SEP-2013

1. Note the **Lender ID** field. This field contains the LID that corresponds to the organization listed in the Lender Name field. This is a “read only” field.
2. Note the Lender/Trustee listed in the **Lender Name** field. The organization listed selected this Servicer to manage their portfolio. This is a “read only” field.
3. Note the **Function** field. If the “Submit/View” option is selected, this Servicer fills out AND submits quarterly billings for the Lender/Trustee financial institution. If “Maintain” is selected, this Servicer fills out but DOES NOT submit quarterly billings for the organization. This is a “read only” field.
4. Note the **Start Date** field. The relationship between the Servicer and Lender/Trustee began on this date. This is a “read only” field.



5. Note the **End Date** field. This field may or may not be populated. The relationship between the Servicer and Lender/Trustee is set to end on this date. This is a “read only” field.
6. Once the “Lender Information” screen has been reviewed, click on the menu drop down arrow and select the next screen that needs to be updated.

-OR-

7. If no further profile updates need to be made, click the **File** option from the menu bar and select **Close Form** from the drop down list. This will bring the user back to the “Navigator” window.

-OR-

To close the LaRS application, select “Exit Oracle Applications” from the File option on the menu bar.

## 6 FSA LaRS Form

### 6.1 Complete FSA LaRS Form Online

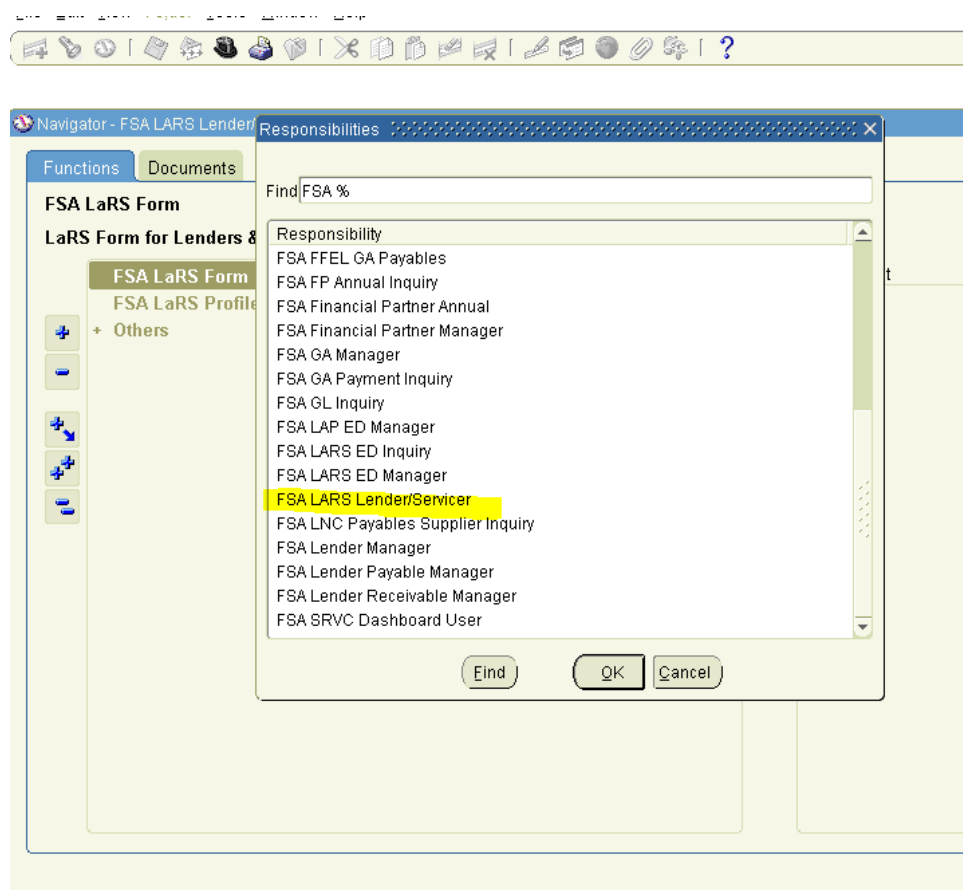
**Who:** FSA LaRS Lender/Service users with Submit or Maintain Access

**Frequency:** Quarterly

**Scenario:** The FSA LaRS Form can be completed online by a FSA LaRS Lender or Service. Only users with **Submit** access will have the authority to submit. Users with Maintain access will be allowed to make updates, but will be unable to submit them.

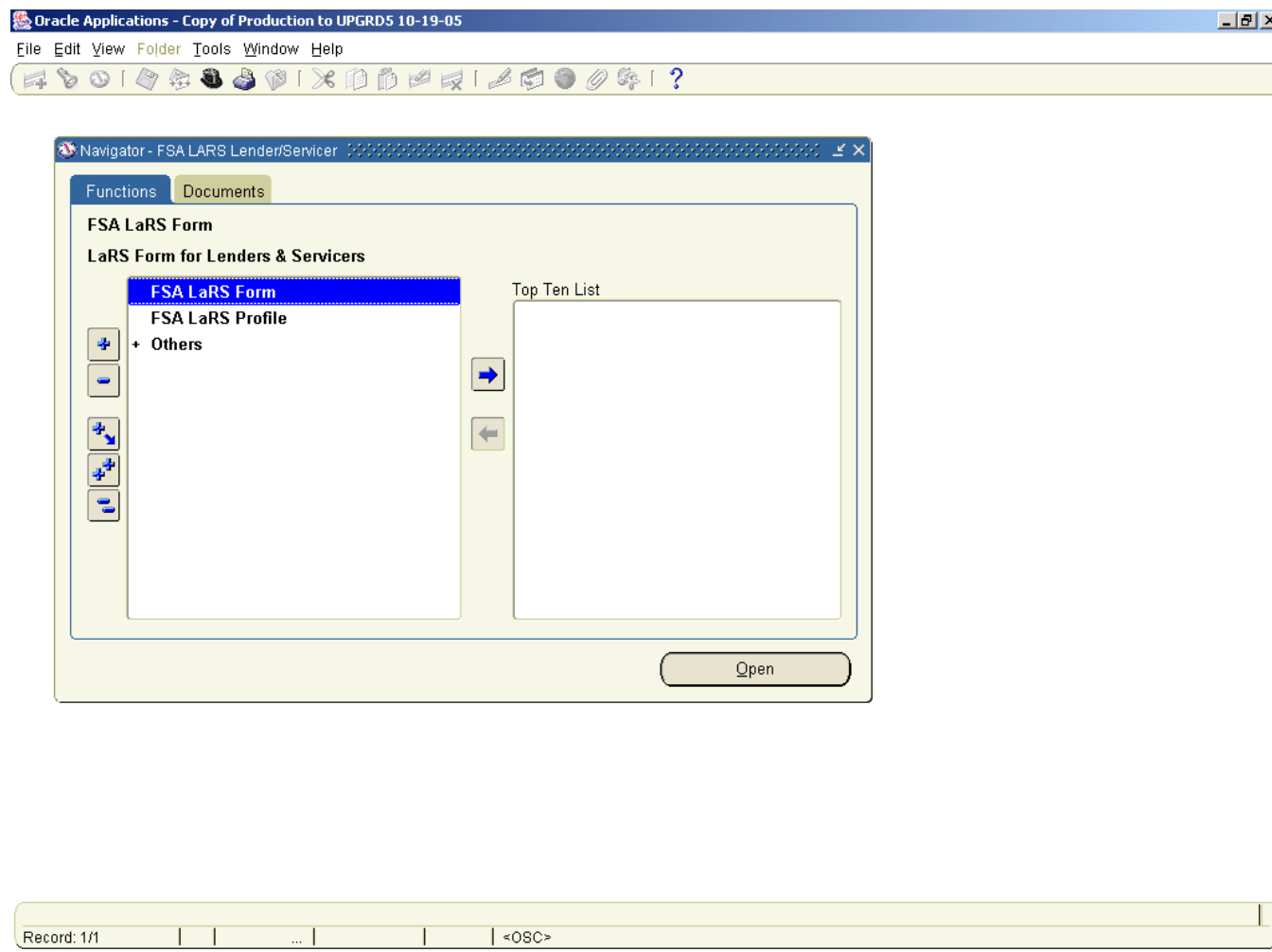
Navigator Screen

Sign on to LaRS using your FMS Oracle Applications User Name and Password. The following “Navigator” window appears.



1. Double-click on FSA LARS Lender/Service

2. Double-click on **FSA LaRS Form**.



-OR-

3. Highlight **FSA LaRS Form** and click the **Open** button. The "Selection of Billing Period" screen is displayed in "New" status.

## FYI

*Users with View Access will be able to review the screens in a "read only" status.*

### 6.1.1 Selection of Billing Period (Lender)

This screen is used to capture identifying information for the LaRS submission. Specifically, Lender and Servicer Names and Identification numbers are captured, as is the date and quarter for the LaRS submission. Four questions require Yes/No answers to determine what sections of LaRS will apply to the given scenario.

**SPECIAL NOTE:** In the scenario below, the user logged on to LaRS as a Lender. As a Lender, the user enters their Lender ID (LID) and Name first, then enters the Servicer ID (if applicable). If the user logged on to LaRS as a Servicer the opposite would be true. This scenario will be covered in the next sub-topic 6.1.2 Selection of Billing Period (Servicer).

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Lender ID: 877411 Status: New

Lender Name: DUMMY LID FOR ED ACCTG

Year: 2005 Quarter: June 30

Servicer ID: Form Id: 0000108808

Servicer Name:

**Activities**

Do you have activity to report for this Quarter ? ☒ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☒ Yes ☐ No

Do you have interest activity or adjustments ? ☒ Yes ☐ No

Do you have special allowance or adjustments ? ☒ Yes ☐ No

Cancel Continue

Record: 1/1 | | ... | | <OSC>

If you have only one LID, the Lender ID field will automatically populate with your LID. If you have multiple LIDs, the following steps should be followed:

1. Click in the **Lender ID** field, manually enter the LID, or
- 2.

The screenshot shows the Oracle Applications interface for the 'LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT' form. The main form has fields for Lender ID, Lender Name, Year, Quarter, Servicer ID, Form Id, and Servicer Name. A 'Lenders' pop-up window is open, showing a search for '8%' and a list of lenders. The 'Lender ID' field in the main form is empty, and the 'Lender Name' field is also empty. The 'Status' field is set to 'New'. The 'Lenders' window shows a search for '8%' and a list of lenders with '800016 FIRST EDUCATORS CREDIT UNION' selected.

Lender Id	Lender Name
800016	FIRST EDUCATORS CREDIT UNION
800023	SOUTHTRUST BANK OF ALABAMA N A
800029	SOUTHTRUST BANK OF ALABAMA N A
800061	SUNTRUST BANK
800062	WHITNEY NATIONAL BANK
800096	MERCHANTS BANK
800097	REGIONS BANK
800241	BANK ONE EFC
800246	ARKANSAS RURAL ENDOWMENT FUND INC
800301	ARVEST BANK
800305	AMSOUTH BANK STUDENT LENDING

3. Select the appropriate Lender from the Lenders List.
4. Click the **OK** button. The Lender ID field will automatically populate. This is a required field.
5. Note that the **Lender Name** field will automatically populate with the name associated with the LID chosen.
6. Note that the **Status** field will populate with "New" status, since no data has been entered yet.

**FYI*****Other possible statuses for LaRS:******In Progress*** – LaRS has been partially completed***Submitted*** – LaRS has been completed and submitted***Approved*** – LaRS has been approved by FSA

7. Tab to the **Year** field, click the drop down arrow and select the year associated with the LaRS submission. This is a required field.
8. Tab to the **Quarter** field, click the drop down arrow and select the quarter ending date associated with the LaRS submission. This is a required field.
9. Note that the **Form ID** field automatically populates with a system generated invoice number.
10. If you have a servicing contract with a servicing organization to *maintain* all or part of your portfolio, then tab to the **Servicer ID** field, click the **List of Values** icon and select the Servicer ID associated with your financial institution. If you do not contract with a servicing organization, skip ahead to step 12. This is a required field only if the Lender is serviced.
11. Note that once the Servicer ID is selected, the **Servicer Name** field will be automatically populated.
12. Tab to the **First** question in the **Activities** box. The **Yes** radio button must be selected in order to complete the LaRS. This will enable the “Part IV – Loan Activity” and “Part V – Loan Portfolio Status” screens. Choosing the **No** radio button signifies that there is nothing to report for this quarter.

**SPECIAL NOTE: If “No” is selected, and the FSA LaRS Form is submitted, the user will not have the opportunity to enter any other information for that year and quarter.**

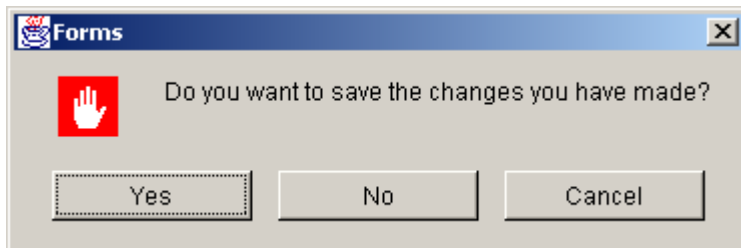
13. Tab to the **Second** question in the Activities box. The **Yes** radio button must be selected to signify that there are origination activity/lender fees or adjustments to report. This will enable the “Part I - Loan Origination & Lender Fees” screen. Choosing the **No** radio button will disable this screen.
14. Tab to the **Third** question in the Activities box. The **Yes** radio button must be selected to signify that there are interest activity or adjustments to report. This will enable the “Part II – Interest Benefits” screen. Choosing the **No** radio button will disable this screen.
15. Tab to the **Fourth** question in the Activities box. The **Yes** radio button must be selected to signify that there are special allowance or adjustments to report. This will enable the “Part III – Special Allowance” screen. Choosing the **No** radio button will disable this screen.

**SPECIAL NOTE:** for training purposes this user guide assumes that the user selected the Yes radio button for all four Activities box questions. This will enable the user to see instructions for all possible screens.

16. Once you have completed all fields on the “Selection of Billing Period” screen, click the **continue** button. The Status will change from “New” to “In Progress”, and the “Part I – Loan Origination & Lender Fees” screen will open.

**FYI**

*If the user selects the **Cancel** button, a warning box will appear like the one below. Choose to either save or discard changes. The window will close and the user will be brought back to the “Navigator” screen.*



### 6.1.2 Selection of Billing Period (Servicer)

This screen is used to capture identifying information for the LaRS submission. Specifically, Lender and Servicer Names and Identification numbers are captured as is the date and quarter for the LaRS submission. Four questions require Yes/No answers to determine what sections of LaRS will apply to the given scenario.

**SPECIAL NOTE:** In the scenario below, the user logged on to LaRS as a Servicer. As a Servicer, the user enters the Year and Quarter First, then enters the Lender ID (LID). The name will auto populate and then tabs down to the activities section.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Servicer ID: 700054 Status: New

Servicer Name: SERVICER 1

Year: 2005 Quarter: September 30

Lender ID: 805803 Form Id: 0000108813

Lender Name: OCEAN COMMUNITIES FCU

**Activities**

Do you have activity to report for this Quarter ? ☒ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☒ Yes ☐ No

Do you have interest activity or adjustments ? ☒ Yes ☐ No

Do you have special allowance or adjustments ? ☒ Yes ☐ No

Cancel Continue

Record: 1/1 ... <OSC>



1. Note that the **Servicer ID** field is pre-populated with the ID for the Servicer.
2. Note that the **Servicer Name** field is pre-populated with the name associated with the Servicer ID.
3. Note that the **Status** field populates with “New” status, since no data has been entered yet.

**FYI*****Other possible statuses for LaRS:****In Progress – LaRS has been partially completed**Submitted – LaRS has been completed and submitted**Approved – LaRS has been approved by FSA*

4. Tab to the **Year** field, click the drop down arrow and select the year associated with the LaRS submission. This is a required field.
5. Tab to the **Quarter** field, click the drop down arrow and select the quarter ending date associated with the LaRS submission. This is a required field.
6. Note that the **Form ID** field automatically populates with a system generated invoice number.
7. Tab to the **Lender ID** field, click the **List of Values** icon and select the Lender for whom you are submitting the LaRS or enter the LID .
8. **Note** that once the Lender ID is selected, the **Lender Name** field will be automatically populated.
9. Tab to the **First** question in the **Activities** box. The **Yes** radio button must be selected in order to complete the LaRS. This will enable the “Part IV – Loan Activity” and “Part V – Loan Portfolio Status” screens. Choosing the **No** radio button signifies that there is nothing to report for this quarter.

**SPECIAL NOTE: If “No” is selected, and the FSA LaRS Form is submitted, the user will not have the opportunity to enter any other information for that year and quarter.**

10. Tab to the **Second** question in the Activities box. The **Yes** radio button must be selected to signify that there are origination activity/lender fees or adjustments to report. This will enable the “Part I - Loan Origination & Lender Fees” screen. Choosing the **No** radio button will disable this screen.

11. Tab to the **Third** question in the Activities box. The **Yes** radio button must be selected to signify that there are interest activity or adjustments to report. This will enable the “Part II – Interest Benefits” screen. Choosing the **No** radio button will disable this screen.
12. Tab to the **Fourth** question in the Activities box. The **Yes** radio button must be selected to signify that there are special allowance or adjustments to report. This will enable the “Part III – Special Allowance” screen. Choosing the **No** radio button will disable this screen.

**SPECIAL NOTE: for training purposes this user guide assumes that the user selected the Yes radio button for all four Activities box questions. This will enable the user to see instructions for all possible screens.**

13. Once you have completed all fields on the “Selection of Billing Period” screen, click the **Continue** button. The Status will change from “New” to “In Progress”, and the “Part I – Loan Origination & Lender Fees” screen will open.

**FYI**

*If the user selects the **Cancel** button, a warning box will appear like the one below. Choose to either save or discard changes. The window will close and the user will be brought back to the “Navigator” screen.*

The screenshot displays the Oracle Applications interface for the "LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT" form. The window title bar indicates it's a copy of production data from UPGRD5 dated 10-19-05.

**Main Form Fields:**

- Servicer ID:** 700054
- Status:** New
- Servicer Name:** SERVICER 1
- Year:** 2004
- Quarter:** September 30
- Lender ID:** 877411
- Form Id:** 0000108979
- Lender Name:** DUMMY LID FOR ED ACCTG

**Activities Section:**

- Do you have activity to report for this Quarter ? ☒ Yes ☐ No
- Do you have origination activity/lender fees or adjustments to report ? ☒ Yes ☐ No
- Do you have interest activity or adjustments ? ☒ Yes ☐ No
- Do you have special allowance or a ...

**Buttons:** Cancel

**Forms Dialog Box:**

A dialog box titled "Forms" is open, asking: "Do you want to save the changes you have made?"

**Dialog Buttons:** Yes, No, Cancel

**Footer:**

Press Tab to move between choices, Return to select.  
Record: 0/1 | <OSC>

## 6.1.3 Part I – Loan Origination &amp; Lender Fees

*The Health Care and Education Reconciliation Act of 2010 (HCERA), Public Law 111-152, made significant changes to the federal student loan programs, including ending new loans under the Federal Family Education Loan Program. Beginning July 1, 2010, all new subsidized and unsubsidized Stafford Loans, PLUS loans made to parents and graduate/professional students, and consolidation loans can only be made under the William D. Ford Federal Direct Loan (Direct Loan) Program.*

This screen is used to report origination fees and/or lender fees. For each row, if any column is completed all columns for that row must also be completed. Begin a new row for each unique combination of loan type, fee code, fee percent and loan interest rate.

Oracle Applications - Copy of Production to UATDB on 14-NOV-2007

File Edit View Folder Tools Window Help

ORACLE

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

○ Lender ● Servicer

Servicer ID: 700054 Status: In Progress

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

LID: 832350 Year: 2007 Quarter: December 31 Status: In Progress

Part I - Orig & Lender Fees

Loan Type (A)	Fee Code (B)	Fee Percent (C)	Loan Interest Rate (D)	Principal Amount of Loans (E)	Fee Due (F)
SF	FN	0.02	0.068	2,000	40.00
SF	LN	0.005	0.068	2,000	10.00
SU	FN	0.015	0.068	1,500	22.50
SU	LN	0.01	0.068	1,500	15.00
PL	FN	0.03	0.085	1,500	45.00
PL	LN	0.01	0.085	1,500	15.00
CL	LN	0.01	0.06250	3,000	30.00

FRM-40400: Transaction complete: 1 records applied and saved.  
Record: 8/8 ... <OSC>

**FYI**

- LID, Year and Quarter fields will automatically populate based upon information supplied on the “Selection of Billing Period” screen.*

**A Loan Type**

Click on the drop down arrow in the **Loan Type** column. Highlight and click on the 2-letter code of the loan type being reported. This is a required field.

Loan Type	Description
SF	Federal Subsidized (except Unsubsidized & FISL
SL	Federal SLS
PL	Federal PLUS
CL	Federal Consolidation
SU	Federal Unsubsidized

**B Fee Code**

Tab to the **Fee Code** column and click on the drop down arrow. Highlight and click on the 2-letter fee code for the period and type of loan activity being reported. This is a required field. For additional information on Fee Codes, refer to “Appendix D – Fee Code Definitions”.

**FYI**

*Separate entries must be made for origination fees and for Lender fees. For lines containing the codes FN, FB, FI, LN, LB and LI, ED will charge you the fee. For lines containing the codes FD and LD, you will receive credit toward fees due. Use the current quarter codes only for loans made, bought or sold in the quarter covered by this LaRS submission.*

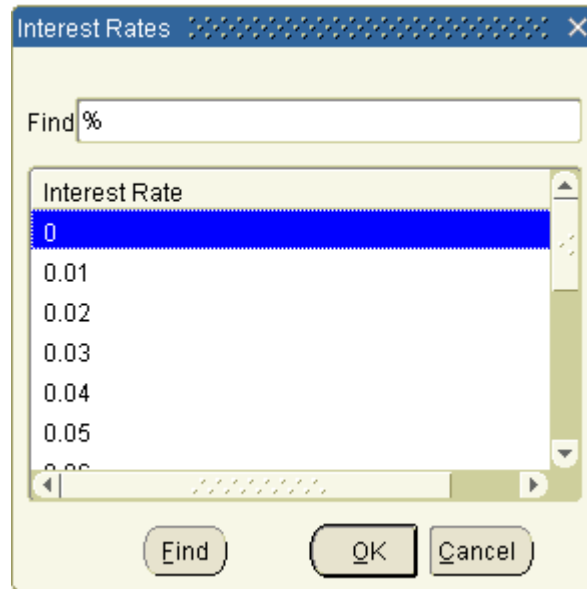
*If a loan transaction occurred in the current quarter and an adjustment was made to it in the same quarter, only report the net result. Do not report the original action and the adjustment separately. Include all loans, which can be classified under the same loan type, the same adjustment fee code, the same fee percent, and the same loan interest rate in one line item. When using an adjustment code, report the sum of all activity for loans made in all prior quarters. Do not make separate entries for each separate prior quarter.*

**C Fee Percent**

Tab to the **Fee Percent** column and Highlight and click on the percentage of the loan used to determine the fee. This is a required field. For additional information on Fee Percent, refer to “Appendix E – Loan Origination and Lender Fee Percent Information”.

**D Loan Interest Rate**

Tab to the **Loan Interest Rate** column. Either enter the actual rate in decimal format (e.g. .068 or EVAR) or Click the **List of Values** . The following Interest Rates list will appear.



Select the applicable loan interest rate for each group of loans. This is a required field. For additional information on Interest Rates , refer to **“Appendix F – Loan Interest Rate Information”**.

**E Principal Amount of Loans**

Tab to the **Principal Amount of Loans** column and input the total principal amount of loans (**whole dollars only**) made or bought which are covered by the transaction indicated by the Loan Type and Fee Code. Do not include amounts representing cancellations or adjustments that occur in the same quarter the loan was made. This is a required field.

**F Fee Due**

Tab to the **Fee Due** column and note how it automatically populates the amount based upon information contained in columns A-E. The **Fee Due** column is “read only”.

Continue filling out additional rows for each unique combination of Loan Type, Fee Code, Fee Percent and Loan Interest Rate.

Once you have completed the “Part I – Loan Origination & Lender Fees” screen, click on the menu drop down arrow. Highlight and click on “Part II – Interest Benefits”. This will open the “Part II - Interest Benefits” screen.

#### 6.1.4 Part II – Interest Benefits

This screen is used to report interest activity or adjustments for Federal Stafford (subsidized) loans in an in-school, grace or authorized deferment status, and for Federal consolidation loans in a period of authorized deferment.

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ORACLE

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

☐ Lender
 ☒ Servicer

Servicer ID

Status

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

LID

Year

Quarter

Status

Part II - Interest Benefits

Loan Type (A)	Interest Rate (%) (B)	Billing Code (C)	Ending Principal Balance (D)	Average Daily Principal Balance (E)	Interest Amount (F)
SF	.06	BC	1,500	1,000	15.12
SF	.068	BC	2,000	1,750	29.99
SF		BD			125.00
SF		BI			375.00
CL	.0625	BC	12,500	11,000	173.29

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 6/6

<OSC>

**FYI**

*LID, Year and Quarter fields will automatically populate based upon information supplied on the “Selection of Billing Period” screen.*

*Status field will automatically populate based upon the status of your LaRS.*

**A Loan Type**

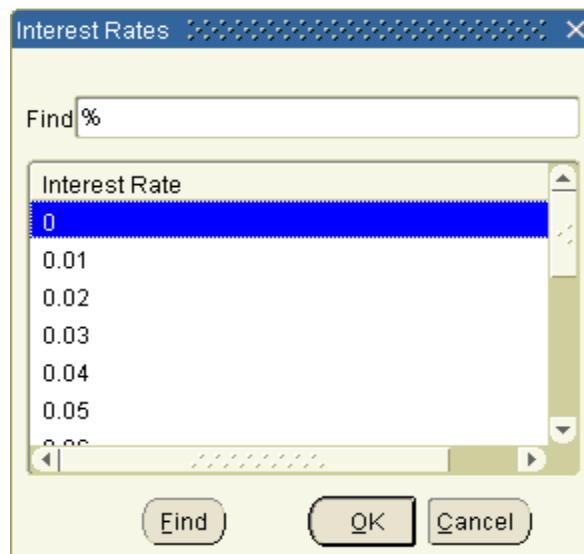
Click on the drop down arrow in the **Loan Type** column.  
Highlight and click on the applicable the 2-letter code for the loan type being reported. This is a required field.

**SF** - Federal Stafford (Subsidized)

**CL** - Federal Consolidation

**B Interest Rate**

Tab to the **Interest Rate** column. **Either enter the actual rate in decimal forma (e.g. .0470 or EVAR) or Click the List of Values.** The following Interest Rates list will appear.



Select the applicable interest rate for loans or portions of loans on which you are billing interest for the quarter covered by this LaRS submission. This is a required field. The user may also manually enter an interest rate.

**C Billing Code**

Tab to the **Billing Code** column and click on the drop down arrow.  
Highlight and click on the code for the period and type of loan activity being reported. This is a required field. For additional information on Billing Codes (including Income-Based Reporting) please refer to “Appendix G – Billing Code Definitions”.



**FYI**

- *For lines containing the codes BC or BI, you will receive an interest payment from ED. For lines containing the code BD, you will be charged for the amount owed to ED.*
- *If an interest transaction occurred in the current quarter and an adjustment was made to it in the same quarter, report only the net result. Do not report the original action and the adjustment separately.*
- *Use codes BI and BD to report adjustments to interest activity for all prior quarters combined, regardless of the loans' individual interest rates.*

- D Ending Principal Balance** Tab to the **Ending Principal Balance** column and input the total unpaid principal balance outstanding on all loans or portions of loans eligible for interest benefits (whole dollars only) for the stated Loan Type, Interest Rate and Billing Code combination, as of the last day of the quarter covered by this LaRS submission. This is a required field.
- E Average Daily Principal Balance** Tab to the **Average Daily Principal Balance** column. For each combination of Loan Type, Interest Rate and Billing Code, input the average (whole dollars only) of the daily principal balances of all eligible loans or portions of loans for the quarter covered by this LaRS submission. This is accomplished by adding the outstanding principal balance of all eligible loans or portions of loans for each day in the quarter and dividing by the number of days in the quarter. This is a required field.
- F Interest Amount** Tab to the **Interest Amount** column.
- If Billing Code is BI or BD, input (to the nearest penny) the amount of interest due you or owed to ED. Enter a positive number only. This is a required field.
- If Billing Code is BC is, the Interest Due will automatically populate in Column F and will be read only.

Continue filling out additional rows for each unique combination of Loan Type and Interest Rate and Billing Code.

Once you have completed the “Part II – Interest Benefits” screen, click on the menu drop down arrow. Highlight and click on “Part III – Special Allowance”. This will open the “Part III – Special Allowance” screen.

### 6.1.5 Part III – Special Allowance

This screen is used to report special allowance or adjustments. In general, special allowance may be paid on all loans, except certain Federal Stafford loans and any "HEAL" portion of a Consolidation loan. Make separate row entries for each different combination of Billing Code, Calendar Year, Quarter Code, Loan Type, Special Allowance Category, and Interest Rate.

[illegible]

**FYI**

*LID, Year and Quarter fields will automatically populate based upon information supplied on the “Selection of Billing Period” screen.*

- A Billing Code** Click on the drop down arrow in the **Billing Code** column. Highlight and click on the code for the period and type of loan activity being reported. This is a required field. For additional information on Billing Codes, refer to “Appendix G – Billing Code Definitions”.

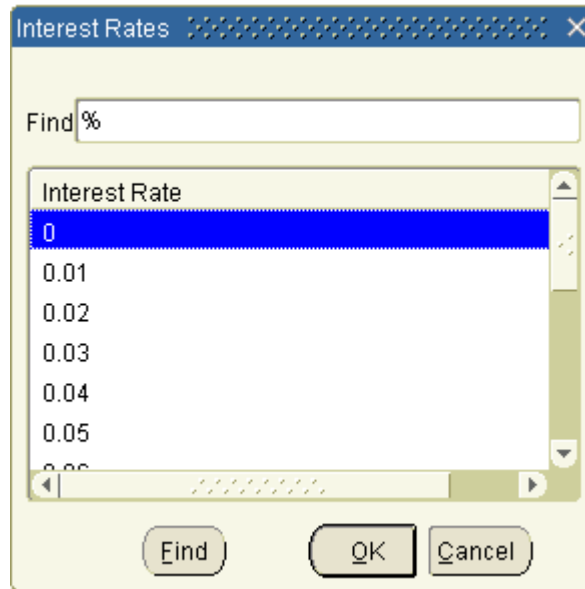
**FYI**

*For lines containing the codes BC and BI, YOU will receive a payment from ED. For a line containing the code BD, YOU will be charged for the amount owed to ED. If a transaction occurred in the current quarter and an adjustment was made in the same quarter, only report the net result.*

- B Calendar Year** Tab to the **Calendar Year** column and click on the drop down arrow. Highlight and click on the year being reported. This is a required field.
- C Quarter Code** Tab to the **Quarter Code** column and click on the drop down arrow. Highlight and click on the digit for the quarter being reported. This is a required field.
- 1- March 31
  - 2 - June 30
  - 3 - September 30
  - 4 - December 31
- D Loan Type** Tab to the **Loan Type** column and click on the drop down arrow. Highlight and click on the 2-letter code for the loans being reported. This is a required field.
- SF** - Federal Stafford (Subsidized)
  - SL** - Federal SLS
  - PL** - Federal PLUS (Includes PLUS for grad/professional students)
  - CL** - Federal Consolidation
  - SU** - Unsubsidized Stafford
- E Special Allowance Category** Tab to the **Special Allowance Category** column and click on the drop down arrow. Highlight and click on the code for the loans being reported. This is a required field.
- Acceptable codes are CA/LA, CB/LB, CC/LC, CD/LD, CE/LE, CF/LF, CG/LG, CH/LH, CI/LI, CJ/LJ, CK/LK, CM/LM, SA, SB, SC, SD, SE, SG, SH, SJ, SK, SL, XA, XB, XE, XG, XH, XJ, XK, XL, XM, XN, XO and XP.
- For additional information on Special Allowance Categories, refer to “Appendix H – Special Allowance Category Definitions”.

**F Interest Rate**

Tab to the Interest Rate column and either enter the actual rate in decimal form (e.g. .0470 or EVAR) or click the **List of Values**. The following Interest Rates list will appear.



Select the applicable interest rate for loans or portions of loans on which you are billing interest for the quarter covered by this LaRS submission. This is a required field. For additional information on Special Allowance Categories, refer to “Appendix F – Loan Interest Rate Information”.

**The user may also manually enter an interest rate.**

**G Ending Principal Balance**

Tab to the **Ending Principal Balance** column and input the total unpaid principal balance outstanding on all loans eligible for special allowance (whole dollars only) for the stated combination of entries in columns A-F, as of the last day of the quarter covered by this LaRS submission. This is a required field.

**H Average Daily Principal Balance**

Tab to the **Average Daily Principal Balance** column. For each combination of columns A through F, input the average daily principal balance (whole dollars only) of all eligible loans for the quarter. This is a required field.

**I Adjustments for Difference in Average Daily Principal Balance**

Tab to the **Adjustments for Difference in Average Daily Principal Balance** column. Depending on Billing Code, input the difference in the Average Daily Principal Balance (whole dollars only, positive number) between what should have been reported and what was originally reported. If the billing code is BI or BD, this field must be completed. If the billing code is BC, this field will be left blank.

Continue filling out additional rows for each unique combination of Billing Code, Calendar Year, Quarter Code, Loan Type, Special Allowance Category, and Interest Rate.

*Once you have completed the “Part III – Special Allowance” screen, click on the menu drop down arrow. Highlight and click on “Part IV – Loan Activity”. This will open the “Part IV – Loan Activity” screen.*

### 6.1.6 Part IV – Loan Activity

This screen is used to report loan activity. It shows the changes, which have occurred to the guaranteed loan principal in your portfolio for each type of loan for the quarter covered by this form. Loan principal includes capitalized interest as defined in row 3. Loan Activity must be completed and submitted each time you submit a LaRS. Enter all information in the appropriate column based on loan type:

- A) Federal Stafford (Subsidized) & FISL
- B) Federal Plus (Includes PLUS for graduate/professional students)
- C) Federal SLS
- D) Federal Consolidation
- E) Unsubsidized Stafford

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File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

LID: 805803 Year: 2005 Quarter: September 30 Status: In Progress

Part IV - Loan Activity

	Stafford & FISL (Subsidized) (A)	Federal Plus (B)	Federal SLS (C)	Federal Consolidation (D)	Unsubsidized Stafford (E)
1. Beginning Principal Balance	10,000	0	0	25,000	0
2. Loan Principal Disbursed	5,000	2,000		0	4,000
3. Interest Capitalized or Other Principal Increase	0	0	0	0	0
4. Principal of Loans Purchased	0	0	0	0	0
5. Principal of Loans Cured	0	0	0	0	0
6. Principal of Loans Sold	0	0	0	0	0
7. Principal paid by Insurance Claims	0	0	0	0	0
8. Principal of Loans on Which the Guarantee Was Voided	0	0	0	0	0
9. Principal Paid by Borrowers and Other Principal Reductions	0	0	0	0	0

Record: 1/1 | ... | <OSC>

**FYI**

*LID, Year and Quarter fields will automatically populate based upon information supplied on the "Selection of Billing Period" screen.*

- 1 Beginning Principal Balance**

Tab to the appropriate loan type column in the **Beginning Principal Balance** row. Input the outstanding principal balance (including the sum of capitalized interest outstanding) of loans at the start of business on the first day of the quarter. Unless an adjustment has been made, this amount must be the same as the Ending Principal Balance from the previous quarter's submission.
- 2 Loan Principal Disbursed**

Tab to the appropriate loan type column in the **Loan Principal Disbursed** row. Input the principal amount of loans disbursed during the quarter. This may be new loans or additional disbursements for loans initially disbursed in a prior quarter. Report the gross amount; that is, the amount prior to any deductions for insurance premiums or origination fees. Do not report amounts disbursed and then cancelled (e.g., checks returned uncashed) in the same quarter.
- 3 Interest Capitalized or Other Principal Increase**

Tab to the appropriate loan type column in the **Interest Capitalized or Other Principal Increase** row. Input the amount of interest and unpaid insurance premiums that were added to principal during the quarter in accordance with program regulations, principal transferred from other LIDs assigned to your institution, and any other increases in your portfolio not shown elsewhere.

- |   |  |
|---|--|
| 4 <b>Principal of Loans Purchased</b>                         | <p><u>Tab</u> to the appropriate loan type column in the <b>Principal of Loans Purchased</b> row. <u>Input</u> the principal amount of loans purchased (including interest capitalized prior to purchase) from other Lenders. DO NOT include amounts disbursed to consolidate a loan. If the Fee Code is FS, this field will populate automatically in Column A. If the fee code is FB in Part I, the sum of the principal amount of the different loan types will populate the corresponding Principal of Loans Purchased fields.</p>                                   |
| 5 <b>Principal of Loans Cured</b>                             | <p><u>Tab</u> to the appropriate loan type column in the <b>Principal of Loans Cured</b> row. <u>Input</u> the principal amount of loans (including the sum of interest capitalized prior to the reinstatement of the loan's insurance) on which insurance coverage was reinstated (cured) in accordance with program regulations.</p>   |
| 6 <b>Principal of Loans Sold</b>                              | <p><u>Tab</u> to the appropriate loan type column in the <b>Principal of Loans Sold</b> row. <u>Input</u> the principal amount of loans sold (including interest capitalized prior to sale) to other Lenders or the Department of Education. DO NOT include loans paid in full through consolidation. Also, do not include Federal PLUS and SLS loans paid in full as part of a refinancing of those loans. If the Fee Code is FS in Part I, the sum of the principal amount of different loan types will populate the corresponding Principal of Loans Sold fields.</p> |
| 7 <b>Principal Paid by Insurance Claims</b>                   | <p><u>Tab</u> to the appropriate loan type column in the <b>Principal Paid by Insurance Claims</b> row. <u>Input</u> the amount received from the guarantor for principal (including interest capitalized prior to claim filing) for default, death, disability, bankruptcy and other claims authorized by statute, regulations, and policy.</p>   |
| 8 <b>Principal of Loans on Which the Guarantee Was Voided</b> | <p><u>Tab</u> to the appropriate loan type column in the <b>Principal of Loans on Which the Guarantee Was Voided</b> row. <u>Input</u> the principal amount of loans (including interest capitalized prior to the loss of guarantee) on which the insurance guarantee was voided due to a due diligence, timely filing, or other violation.</p>  |



**9 Principal Paid by  
Borrowers and other  
Principal Reductions**

Tab to the appropriate loan type column in the **Principal paid by Borrowers and Other Principal Reductions** row. Input the amount of payment received to reduce outstanding principal and capitalized interest, including payments from borrowers, refunds received from schools, checks returned uncashed for loans reported disbursed in prior quarters, and amounts received to pay off loans included in Federal Consolidation and refinanced Federal PLUS and SLS loans. DO NOT include claim payments from guarantors.

Continue filling out additional columns until each type of loan for the quarter covered by this submission is represented.

Once you have completed the “Part IV – Loan Activity” screen, click on the menu drop down arrow. Highlight and click on “Part V – Loan Portfolio Status”. This will open the “Part V – Loan Portfolio Status” screen.

### 6.1.7 Part V – Loan Portfolio Status

This screen is used to report loan portfolio status. It shows the status of the outstanding guaranteed loan principal in your portfolio for each type of loan as of the end of the quarter covered by this form. Principal includes capitalized interest. When completing this section, include all guaranteed loans in this part except for ones that the guarantee was voided. Also, include loans that were previously voided and then cured. Loan Portfolio Status must be completed and submitted each time you submit a LaRS. Enter all information in the appropriate column based on loan type:

- A) Federal Stafford (Subsidized) & FISL
- B) Federal Plus (Includes PLUS for graduate/professional students)
- C) Federal SLS
- D) Federal Consolidation
- E) Unsubsidized Stafford

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File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

LID: 805803 Year: 2005 Quarter: September 30 Status: In Progress

Part V - Loan Portfolio Status

	Stafford & FISL (Subsidized) (A)	Federal Plus (B)	Federal SLS (C)	Federal Consolidation (D)	Unsubsidized Stafford (E)
1. Loans in School and in Grace	15,000				4,000
2. Loans in Authorized Deferment	0	0	0	0	0
3. Loans in Repayment or Forbearance:					
a. current or less than 31 days past due	0	0	0	25,000	0
b. 31 - 60 days past due	0	2,000	0	0	0
c. 61 - 90 days past due	0	0	0	0	0
d. 90 - 120 days past due	0	0	0	0	0
e. 121 - 180 days past due	0	0	0	0	0
f. 181 - 270 days past due	0	0	0	0	0
g. 271 days or more past due	0	0	0	0	0
h. claims filed, but not yet paid, and not listed above	0	0	0	0	0
4. Ending Principal Balance	15,000	2,000	0	25,000	4,000

Submit

Record: 1/1 | ... | <OSC>

**FYI**

*LID, Year and Quarter fields will automatically populate based upon information supplied on the "Selection of Billing Period" screen.*

*Note that the **Submit** button is grayed out. In this case, the user is not able to submit because the user is signed on as a FSA LaRS Lender/Servicer User with Maintain status. The user must be signed on as a FSA LaRS Lender/Servicer. Users with Submit status in order to submit the LaRS. Submit functionality will be shown in the next section, "6.2 Submit FSA LaRS Form".*

- 1 **Loans in School and in Grace**  
Tab to the appropriate loan type column in the **Loans in School and in Grace** row. Input in the principal amount of all Stafford, FISL and Unsubsidized Stafford loans in an "in school or grace period" status. Do not include loans for which the borrower has a deferment due to returning to school after expiration of the grace period. These loans are to be included in row 2. Also, note that this status does not apply to Federal PLUS, Federal SLS or Federal Consolidation loans.
- 2 **Loans in Authorized Deferment**  
Tab to the appropriate loan type column in the **Loans in Authorized Deferment** row. Input the principal amount of all loans in a period of authorized deferment.
- 3 **Loans in Repayment or Forbearance**  
Tab to the appropriate loan type column under the **Loans in Repayment or Forbearance** heading. In the appropriate category (rows 3a through 3h), input the principal amount of all loans in a repayment for forbearance status. Include loans on which the grace period has ended and no deferment has been authorized, whether or not the borrower has made repayment arrangements or has made a payment. Do not include loans on which a claim has been filed with a guarantor in lines 3a through 3g. These loans are reported in line 3h.
- 4 **Ending Principal Balance**  
Note that the **Ending Principal Balance** row automatically calculates the principal balance of outstanding loans at the end of business on the last day of the quarter. Allowing for rounding, this equals the sum of lines 1, 2, and 3a through 3h.

$$(4) = (1) + (2) + (3a) + (3b) + (3c) + (3d) + (3e) + (3f) + (3g) + (3h)$$

Continue filling out additional columns until each type of loan for the quarter covered by this submission is represented.

Once you have completed "Part V – Loan Portfolio Status" screen, you will either submit the form or save it. If you have logged on as a FSA LaRS Lender/Servicer user with Maintain access, notice that

the **Submit** button is grayed out. If this is the case, **save (subtopic 6.1.8) the** FSA LaRS Form and ask a FSA LaRS Lender/Service user with submit access to review it and submit it for you.

If you have logged on as a FSA LaRS Lender/Service user with submit access, notice that the **Submit** button is enabled. If this is the case, move on to the **Section 6.2, Step 8 to** learn how to submit the FSA LaRS Form.

### 6.1.8 Save FSA LaRS Form

1. Click on icon to save form.

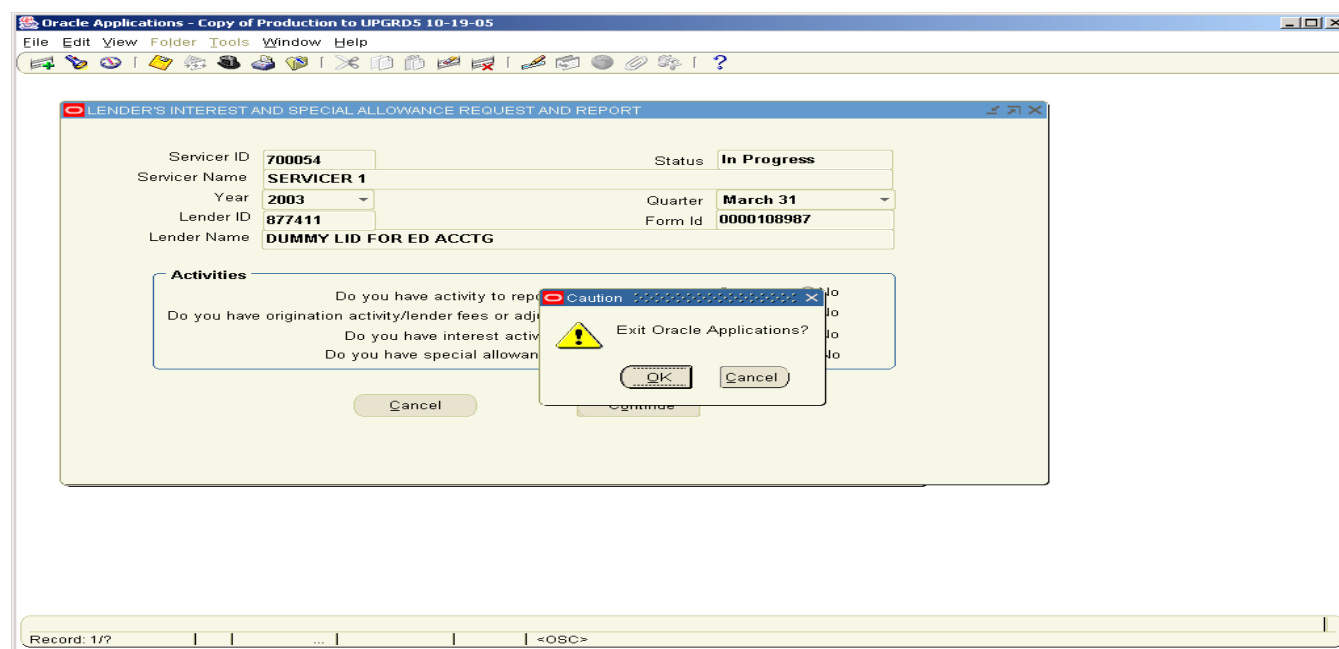
**FYI**

*Once you have saved your FSA LaRS Form, you will be able to close your browser or access another web site. When you return to LaRS, you can resume your updates and verification without re-entering the data you already saved.*

## 6.1.9 Exit LaRS



1. Once you have saved your work, click on the word “File” on the menu bar. Under “File” highlight and click on “Exit Oracle Applications”. The following caution window will appear.



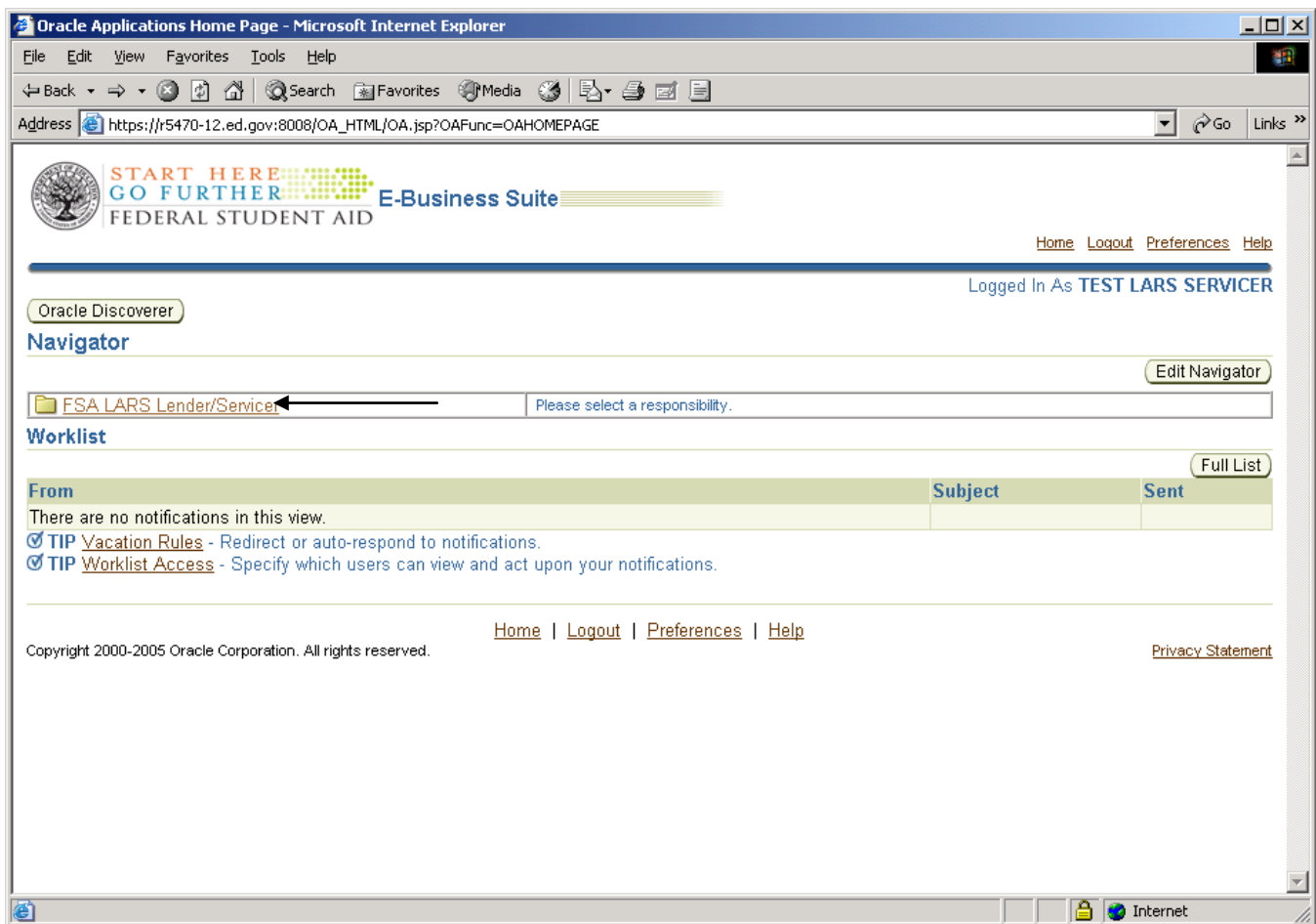
2. Click on the **OK** button to close the LaRS application.

## 6.2 Submit FSA LaRS Form

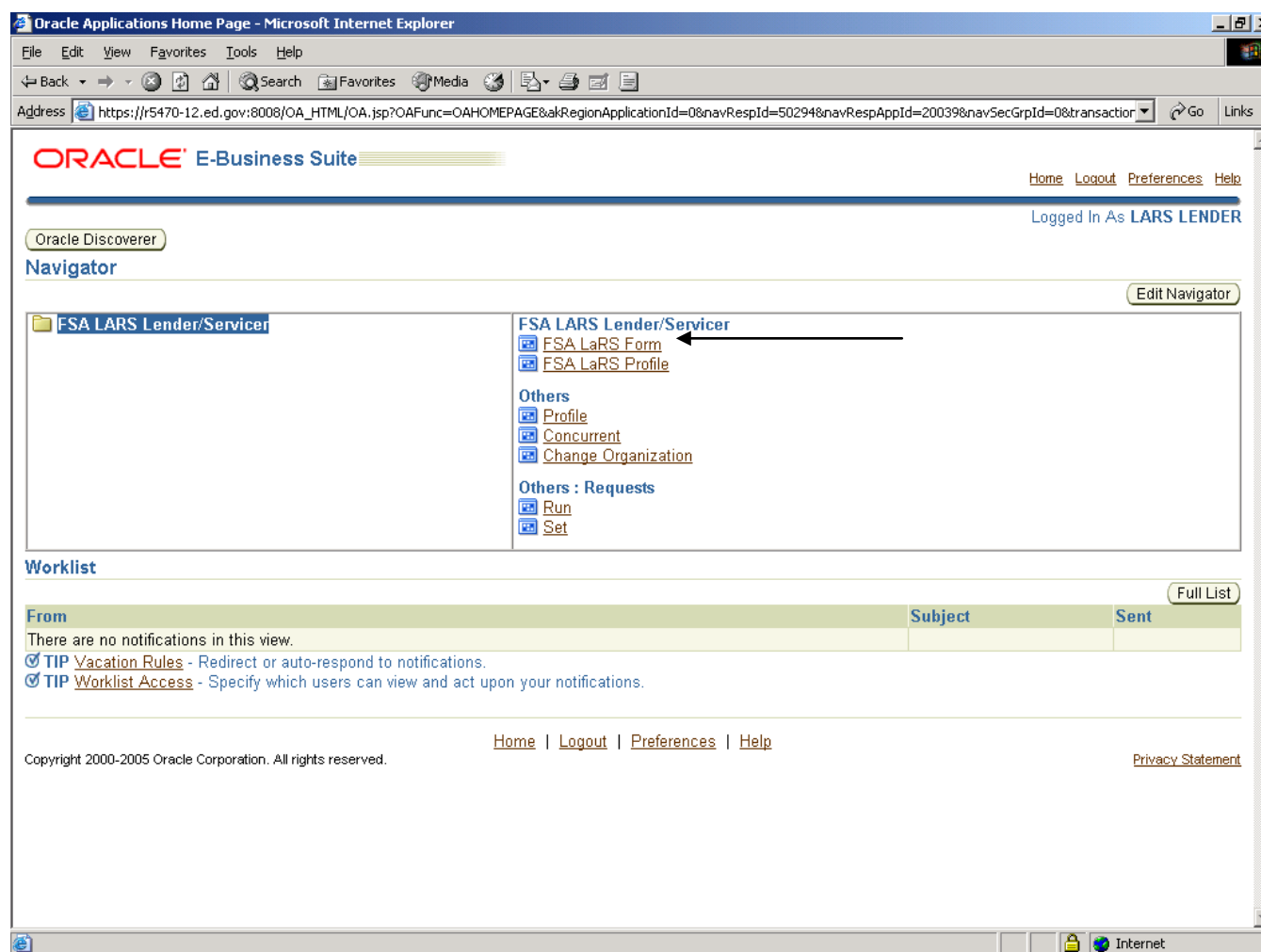
**Who:** FSA LaRS Lender/Service users with Submit Access

**Frequency:** Quarterly

**Scenario:** To retrieve and submit a previously saved FSA LaRS Form.



Sign on to LaRS using your FMS Oracle Applications User Name and Password. The following “Navigator” window appears.



1. Double-click on FSA LaRS Form.



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File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Lender ID  Status

Lender Name

Year  Quarter

Servicer ID  Form Id

Servicer Name

**Activities**

Do you have activity to report for this Quarter ? ☐ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☐ Yes ☐ No

Do you have interest activity or adjustments ? ☐ Yes ☐ No

Do you have special allowance or adjustments ? ☐ Yes ☐ No

Cancel Submit

Enter a query, press Ctrl+F11 to execute, F4 to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

Click F11 The fields are now ready for query parameters.

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File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Servicer ID  Status

Servicer Name

Year  Quarter

Lender ID  Form Id

Lender Name

**Activities**

Do you have activity to report for this Quarter ? ☐ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☐ Yes ☐ No

Do you have interest activity or adjustments ? ☐ Yes ☐ No

Do you have special allowance or adjustments ? ☐ Yes ☐ No

Enter a query; press Ctrl+F11 to execute, F4 to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

2. Input the Year, Quarter & LID (if known) you would like to retrieve in the corresponding fields on the “Selection of Billing Period” screen.
3. Click Ctrl F11 . The “Selection of Billing Period” screen will refresh with the fields populated for the year and quarter you requested. If you did not provide a LID multiple selections appear, use the **Page Up** and **Page Down** keyboard keys to move between the records.

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File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Servicer ID: 700054 Status: In Progress

Servicer Name: SERVICER 1

Year: 2005 Quarter: September 30

Lender ID: 877411 Form Id: 0000108922

Lender Name: DUMMY LID FOR ED ACCTG

**Activities**

Do you have activity to report for this Quarter ? ☒ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☒ Yes ☐ No

Do you have interest activity or adjustments ? ☒ Yes ☐ No

Do you have special allowance or adjustments ? ☒ Yes ☐ No

Cancel Continue

4. Click the **Continue** button. You will be brought to the "Part I – Loan Origination & Lender Fees" screen.

### FYI

*The screen you are brought to may differ depending on how you answer the four questions in the "Activities" section. For simplicity, this user guide assumes that the user answered, "Yes" to all four questions. The directions for submitting a FSA LaRS Form are the same regardless of which screen you are brought to.*

5. Click on the menu drop down arrow. Highlight and click on “Part V – Loan Portfolio Status”. This will open the “Part V – Loan Portfolio Status” screen with the **Submit** button enabled in the lower right corner.

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File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

LID **877411** Year **2005** Quarter **March 31** Status **In Progress**

Part V - Loan Portfolio Status

	Stafford & FISL (Subsidized) (A)	Federal Plus (B)	Federal SLS (C)	Federal Consolidation (D)	Unsubsidized Stafford (E)
1. Loans in School and in Grace	1,000				1,000
2. Loans in Authorized Deferment	0	1,000	0	0	0
3. Loans in Repayment or Forbearance:					
a. current or less than 31 days past due	0	0	0	0	0
b. 31 - 60 days past due	0	0	0	0	0
c. 61 - 90 days past due	0	0	0	0	0
d. 90 - 120 days past due	0	0	0	0	0
e. 121 - 180 days past due	0	0	0	0	0
f. 181 - 270 days past due	0	0	0	0	0
g. 271 days or more past due	0	0	0	0	0
h. claims filed, but not yet paid, and not listed above	0	0	0	0	0
4. Ending Principal Balance	1,000	1,000	0	0	1,000

Submit

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 | | | | | <OSC>

6. Click on the **Submit** button. A caution window will appear. .

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

LID **877411** Year **2005** Quarter **March 31** Status **In Progress**

Part V - Loan Portfolio Status

	Stafford & FISL (Subsidized) (A)	Federal Plus (B)	Federal SLS (C)	Federal Consolidation (D)	Unsubsidized Stafford (E)
1. Loans in School and in Grace	1,000				1,000
2. Loans in Authorized Deferment	0	1,000	0	0	0
3. Loans in Repayment or Forbearance:					
a. current or less than 31 days past due					
b. 31 - 60 days past due					
c. 61 - 90 days past due					
d. 90 - 120 days past due					
e. 121 - 180 days past due					
f. 181 - 270 days past due					
g. 271 days or more past due					
h. claims filed, but not yet paid, and not listed above	0	0	0	0	0
4. Ending Principal Balance	1,000	1,000	0	0	1,000

Submit

**Caution**

Once you submit your report, you are no longer able to modify it. Are you sure you wish to submit your "LARS" report to the U.S. Department of Education?

OK Cancel

Record: 1/1 | ... | <OSC>

7. Click on the **OK** button. A disclaimer window will appear like the one below.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

### LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

LID **877411**    Year **2005**    Quarter **March 31**    Status **In Progress**

**Part V - Loan Portfolio Status**

	Stafford & FISL (Subsidized) (A)	Federal Plus (B)	Federal SLS (C)	Federal Consolidation (D)	Unsubsidized Stafford (E)
1.Loans in School and in Grace	1,000				1,000
2.Loans in Authorized Deferment	0	1,000	0	0	0
3.Loans in Repayment or Forbearance:					
a. current or less than 31 days past due	0	0	0	0	0
b. 31 - 60 days past due	0	0	0	0	0
c. 61 - 90 days past due	0	0	0	0	0
d. 90 - 120 days past due					
e. 121 - 180 days past due					
f. 181 - 270 days past due					
g. 271 days or more past due					
h. claims filed, but not settled and not in liquidation					
4.Ending Principal Balance					

### LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

LID **877411**    Year **2005**    Quarter **1st Qtr JAN - MAR**    Status **Submitted**

**Disclaimer**

I certify that the information included in this report is correct to the best of my knowledge and belief and that it confirms to applicable laws, regulations, and policies relating to the Federal Family Education Loan Program, I acknowledge that all documents, files, and accounts relating to loans made under this program shall be subject to review and audit by the Department of Education or its agents, other agencies of the Federal Government, and by any guaranty agency in accordance with the Department's regulations and requirements.

FRM-40400: Transaction complete; 1 records applied and saved.

Record: 1/1    <OSC>

8. Click on the **Accept** button. Notice that the FSA LaRS Form is now in Submitted status and cannot be modified.
9. Select “Exit Oracle Applications” from the **Action** option on the menu bar. The LaRS application will close.

-Or-

To perform multiple submissions, select “Close Form” from the **Action** option on the menu bar. This will take the user back to the “Navigator” screen.

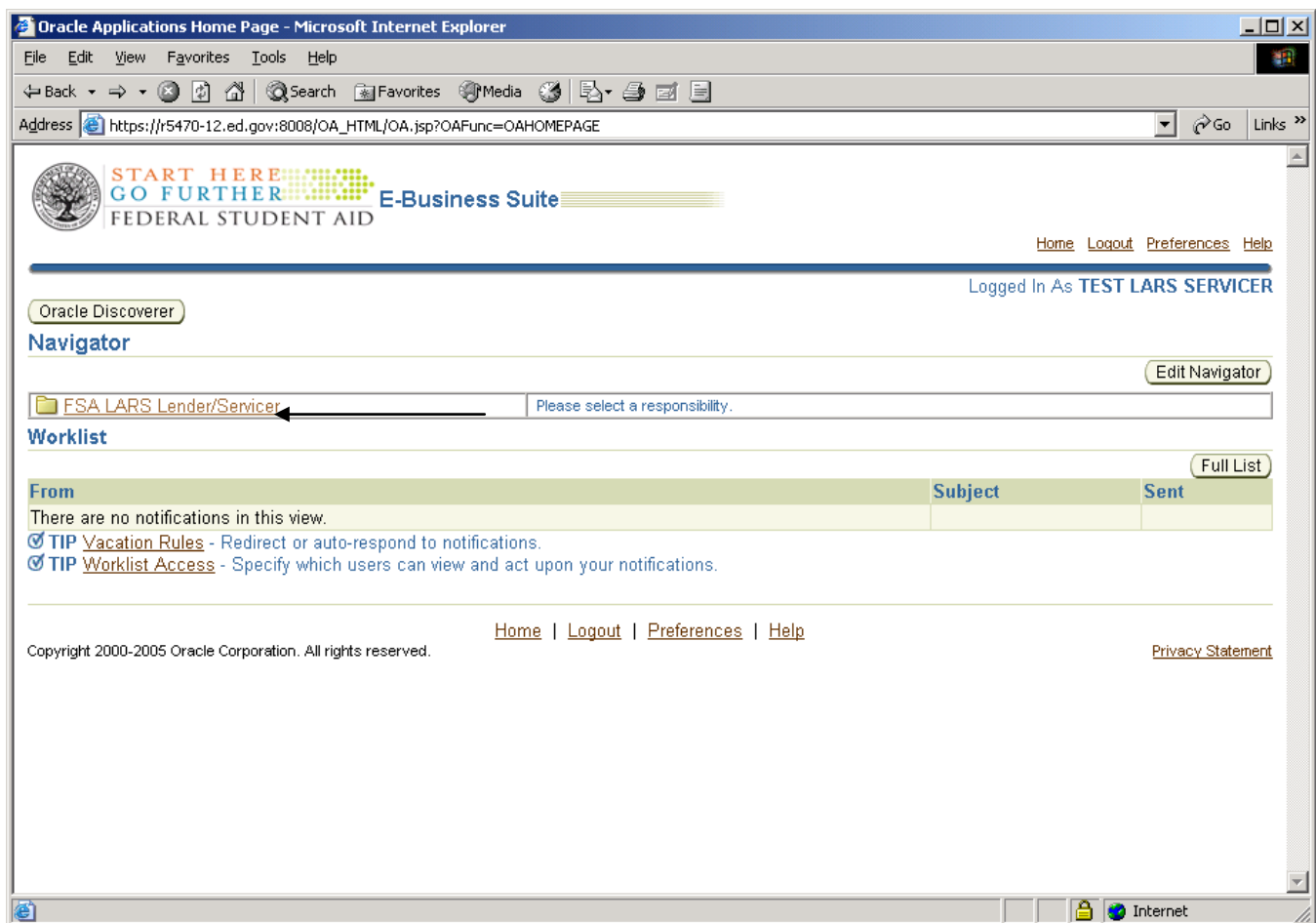
### 6.3 Query on Existing FSA LaRS Forms

**Who:** FSA LaRS Lender/Service users with Submit, Maintain or View Access

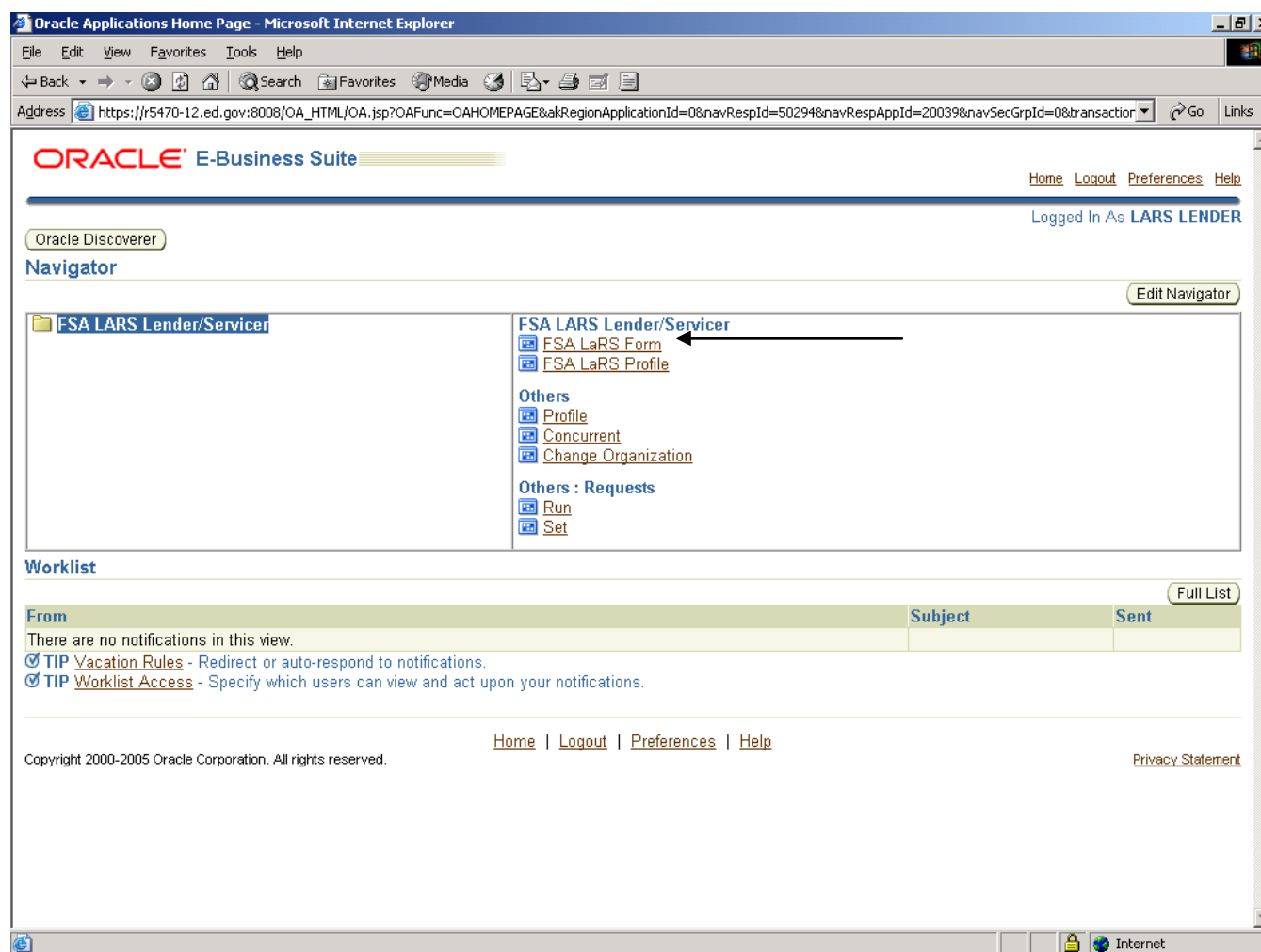
**Frequency:** As Necessary

**Scenario:** Users will attempt to query FSA LaRS Form data online.

Sign on to LaRS using your FMS Oracle Applications User Name and Password. The following “Navigator” window appears.







1. Double-click on **FSA LaRS Form**.

-OR-

2. Highlight **FSA LaRS Form** and click the **Open** button. The “Selection of Billing Period” screen is displayed.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Lender ID  Status

Lender Name

Year  Quarter

Servicer ID  Form Id

Servicer Name

**Activities**

Do you have activity to report for this Quarter ? ☐ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☐ Yes ☐ No

Do you have interest activity or adjustments ? ☐ Yes ☐ No

Do you have special allowance or adjustments ? ☐ Yes ☐ No


Enter a query, press Ctrl+F11 to execute, F4 to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

### 6.3.1 Search for all FSA LaRS Forms

1. Click F11 . The fields in FSA LaRS Form are ready for query parameters.
2. If you wish to retrieve **all records**, do not enter any value on the report.
3. Click Ctrl F11 to execute query. The “Selection of Billing Period” screen is displayed with all FSA LaRS Forms listed in chronological order by Year and Quarter.

-OR-

4. Use the **Page Up** and **Page Down** keyboard keys to move between the records.
5. Click the  button in the upper right corner of the screen to close the “Selection of Billing Period” screen. The “Navigator” window returns.

#### **FYI**

*If you wish to retrieve specific FSA LaRS Forms, proceed to the next sub-section, entitled “6.3.2 Search for a Specific FSA LaRS Form”.*

### 6.3.1 Search for a Specific FSA LaRS Form

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Lender ID  Status

Lender Name

Year  Quarter

Servicer ID  Form Id

Servicer Name

**Activities**

Do you have activity to report for this Quarter ? ☐ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☐ Yes ☐ No

Do you have interest activity or adjustments ? ☐ Yes ☐ No

Do you have special allowance or adjustments ? ☐ Yes ☐ No

Cancel Submit

Enter a query, press Ctrl+F11 to execute, F4 to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

1. Click F11. The fields in FSA LaRS Form are ready for query parameters.

#### **FYI**

*Once the "Selection of Billing Period" screen is cleared, by selecting Enter from the Query menu, the system expects data entry and/or a search to be performed. To cancel the search, select Cancel from the Query menu or press F4.*

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File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Lender ID  Status

Lender Name

Year  Quarter

Servicer ID  Form Id

Servicer Name

**Activities**

Do you have activity to report for this Quarter ? ☐ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☐ Yes ☐ No

Do you have interest activity or adjustments ? ☐ Yes ☐ No

Do you have special allowance or adjustments ? ☐ Yes ☐ No

Enter a query, press Ctrl+F11 to execute, F4 to cancel.

Start Desktop » LaRS... Orac... Regr... SEN... Wind... Inbo... Orac... Orac... 3:40 PM

2. Enter any known value on the report for the desired record to be retrieved. Queries can be performed on all fields on the report.

-OR-

Enter any partially known value with the wildcard character “%” to retrieve all records containing the partially known value.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Servicer ID  Status

Servicer Name

Year  Quarter

Lender ID  Form Id

Lender Name

**Activities**

Do you have activity to report for this Quarter ? ☐ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☐ Yes ☐ No

Do you have interest activity or adjustments ? ☐ Yes ☐ No

Do you have special allowance or adjustments ? ☐ Yes ☐ No

Cancel Submit

Enter a query, press Ctrl+F11 to execute, F4 to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

**FYI**

The “%” symbol can be used as a wildcard character in any field on the report. Wherever the wildcard is placed in a search string, the system will look for records that contain any character value in its place. The wildcard can be used at any place in a search string.

- For example: If the user types “S%” in the status field, the system will search for all records with a status that begins with “S”. In this case, the system will return only those records with a status of Submitted, since submitted is the only possible status that begins with “S”.

- Click Ctrl F11 to execute the query. The “Selection of Billing Period” screen is displayed with the records that match your search.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Servicer ID	700054	Status	In Progress
Servicer Name	SERVICER 1		
Year	2003	Quarter	March 31
Lender ID	877411	Form Id	0000108987
Lender Name	DUMMY LID FOR ED ACCTG		

**Activities**

Do you have activity to report for this Quarter ? ☒ Yes ☐ No

Do you have origination activity/lender fees or adjustments to report ? ☒ Yes ☐ No

Do you have interest activity or adjustments ? ☒ Yes ☐ No

Do you have special allowance or adjustments ? ☒ Yes ☐ No

Cancel Continue

Record: 1/? <OSC>

4. Use the **Page Up** and **Page Down** keyboard keys to move between the records. The “Selection of Billing Period” screen shows each of the records that match your search.

**FYI**

*The Status field is a very useful field to enter when querying on specific records. The possibilities for status are the following:*

**New:** LaRS has not been saved or submitted. Forms with this status cannot be queried, as they have not yet been saved.

**In Progress:** LaRS has been saved. Forms can be saved multiple times, which allows entry of data over a period prior to submission to FSA.

Use I% to search for all forms with the status of “In Progress”.

**Submitted:** LaRS has been sent electronically to FSA for review. No changes can be made. Use S% to search for all forms with the status of “Submitted”.

**Accepted:** FSA has accepted the LaRS. At this point, no changes can be made. Use A% to search for all forms with the status of “Accepted”.

**FYI**

*When running a query, notice the messages returned on the Toolbar. The messages will indicate when you have reached the end or beginning of all records returned in the query results. The following is an example of the message retrieved for the last record retrieved in the query results.*





## 7 File Transfer Process

**Who:** FSA LaRS Lender/Service Users with Submit Access

**Frequency:** Quarterly

**Scenario:** The LaRS File Transfer Process is an alternate method of entering the Quarterly Financial Report into the FSA Lender Reporting System (LaRS). The LaRS File Transfer Process and Record Layout guide is available for download at

<http://www.fp.ed.gov/Manuals.html>

### 7.1 Overview

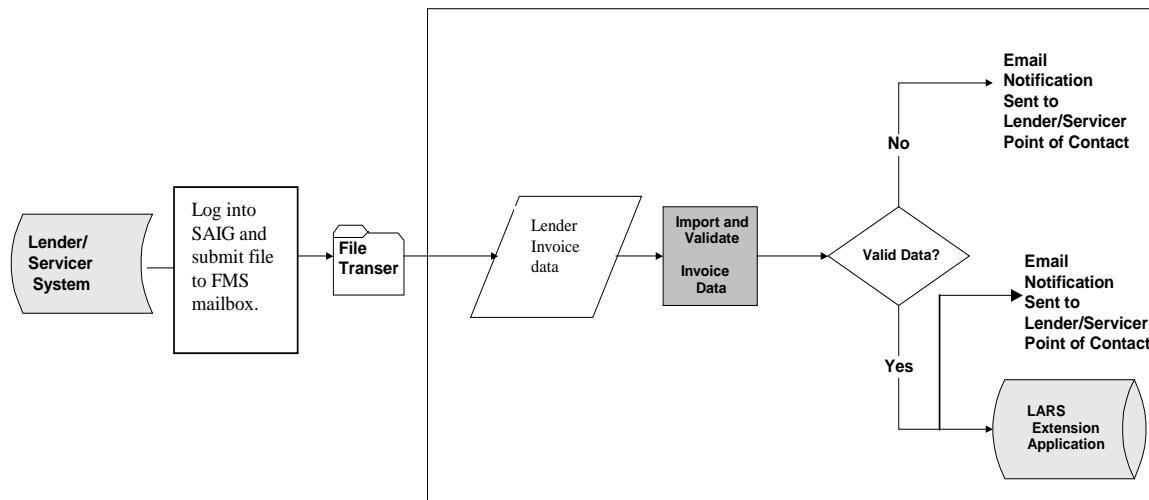
Lender/Service users can use this approach as an alternative method to the on-line LaRS screens to provide financial report information. Once the data file is submitted to the FMS SAIG mailbox, the file is then pulled onto the FMS servers allowing the data contained within the file to be loaded into LaRS temp tables. The data is then validated; if it passes the validation, the invoice data will then be imported into the LaRS application. When the data has been imported, the Lender/Service users can view this information via the on-line LaRS screens. Senders will be notified via email of invoices within the file that had errors and did not pass validations. After the invoice data has been corrected it will need to be resubmitted.

#### 7.1.1 Description

Lenders/Service users will send files to LaRS via the Student Aid Internet Gateway (SAIG) mailboxing system. Lenders/Service users will log onto the SAIG system and transfer their flat file to the LaRS mailbox (LaRS Mailbox ID will be provided) where it can be picked up for processing.

### 7.1.2 Process Flow

Below is a graphical depiction of the process:



If the data is valid, calculations are performed, the data is imported into the LaRS application extension, and the invoice is automatically submitted to ED (the Status is set to “Submitted”). An email is sent to the Lender/ Service user notifying them of a successful submission.

**Note:** Lender/ Service will be allowed to submit only one invoice per quarter. Invoice duplication will be prevented based on a unique key combination of LID/Service ID/Year/Quarter.

Once the data is loaded, the Lender/ Service users may view the information using the respective LaRS screen.

### 7.1.3 Rejection/Re-submission

If a file level error was detected (the error checks are further described below), the invoices with the errors will not be loaded into the LaRS Oracle application extension . If file level errors are detected, a notice will be sent to the “Sender” of the file via email. The email address(es) will be taken from the Profile information within the LARS system based on the “Sender’s” LID. The email notification will include the LID/Quarter/Year combination that had errors and the errors themselves. Only invoices that had errors need to be fixed and resubmitted. To resubmit a file, the Lender/ Service will follow the same process that they originally used for submitting the file.

#### 7.1.4 File Level Error Checks

The Lender/ Servicer is responsible for ensuring that correct information is sent to FSA. A file will be rejected if the file does not contain any invoice data (e.g. the file is a picture, or anything other than invoice lines data).

If a file is rejected, the sending organization will receive a notice indicating that an error was encountered with the file. If the file is accepted, it will be retained in the FSA archives.

#### 7.1.5 Invoice Level Error Checks

Although the LaRS Data File Load will perform some validation checks, the Lender/ Servicer is responsible for ensuring that correct information is sent to FSA. Any error will cause the invoice to be rejected. All rejected invoices will be reported back to the Lender/ Servicer for correction and will need to be resubmitted.

Items to assist the Lender/ Servicer in sending valid invoices include:

1. A single file from a Servicer may contain data for multiple LIDs.
2. Validation to prevent duplicate invoices submitted from a Lender/ Servicer (based on unique key Lender ID / Servicer ID, quarter, and year) will occur.
3. Do not enter dollar signs.
4. Do not enter commas.
5. The file includes a pipe delimiter between each data field for ease in loading and processing the files.
6. Enter a carriage return as a separation indicator.
7. Include ACTUAL values for numeric/amount fields, and INCLUDE decimal points where required.

#### 7.1.6 File Extension

As the file will be an ASCII file the preferred extension will be TXT.

### 7.2 Enrollment

Potential File Transfer users may enroll online at the following web address:

<https://www.fsawebenroll.ed.gov>

This website enables potential users to:

- Enroll online
- Check enrollment status
- Print enrollment signature documents

Users submitting their Data File using a PC will be required to download **EDConnect** software in order to use the SAIG. EDConnect software and installation instructions can be obtained at the following website:

<http://fsadownload.ed.gov/softedconnect.htm>

Users submitting their Data File using a Mainframe(MVS)/Midrange(UNIX) will be required to download **TD Client** software in order to use the SAIG. EasyAccess software and installation instructions can be obtained at the following website:

<http://fsadownload.ed.gov/mainframeguide.htm>

If your Lender/Service organization is interested in learning more about how to enroll in the File Transfer Process, please contact the FMS Help Desk at 1-800-433-7327, Option #3, or email to [fsa\\_lr@ed.gov](mailto:fsa_lr@ed.gov). Experiencing issues with SAIG, please call SAIG technical support at 800-330-5947 or e-mail [cssaig@ed.gov](mailto:cssaig@ed.gov).

### **7.3 Overview Funds Remittance Process**

Lenders submit remittance data either by check to US Bank or via pay.gov. Users should refer to the Lender Funds Remittance guide for detailed instructions. The guides are available for download at

[http://www.fp.ed.gov/attachments/activities\\_whatsnew/FundsRemittanceGuideV9pt6.pdf](http://www.fp.ed.gov/attachments/activities_whatsnew/FundsRemittanceGuideV9pt6.pdf)

[http://www.fp.ed.gov/attachments/activities\\_whatsnew/RemittingFundsThroughACH090412.pdf](http://www.fp.ed.gov/attachments/activities_whatsnew/RemittingFundsThroughACH090412.pdf)

[http://www.fp.ed.gov/attachments/activities\\_whatsnew/PaygovFundsRemittanceLenders090412.pdf](http://www.fp.ed.gov/attachments/activities_whatsnew/PaygovFundsRemittanceLenders090412.pdf)

## 8 Appendix

### 8.1 Appendix A – Frequently Asked Questions

#### 8.1.1.1 What browsers can I use to access LaRS?

Microsoft Internet Explorer (IE) can be used to access LaRS. If you do not have the correct browser version, you can download Internet Explorer: [//www.microsoft.com/downloads/en/default.aspx](http://www.microsoft.com/downloads/en/default.aspx). The most current version of IE certified to work with LaRS is Version 8.0

#### 8.1.1.2 What ports do I need to open to access LaRS through my firewall or proxy server?

Port 443 needs to be open for Bi-Directional Internet Traffic in order to access LaRS. If you are using the correct browser version and the page is still hanging, there may be a network issue and you will need to verify with your technical staff that the appropriate ports are open.

#### 8.1.1.3 Can I use a Proxy server?

You can use a proxy server if you can open Port 443 for Bi-Directional Internet Traffic.

#### 8.1.1.4 What if the “hot link” on the Portals site does not bring me to the LARS application?

If this occurs, you should manually type in the LARS URL (<https://fsa-fms.ed.gov>). If Java Runtime Environment (JRE) does not begin loading the first time that you access LARS, you may download it by going to <http://www.java.com/en/download/index.jsp> and downloading the Java software.

*I successfully downloaded JRE but the sign on the screen for LARS does not appear, why is this?*

**This may occur because the browser is still preparing to run JRE. This process may take up to 1 hour. If after 1 hour you still cannot access LARS, please call the Help Desk at 1-800-433-7327, Option #3.**

#### **Where do I direct my questions to regarding LaRS?**

For technical issues related to LaRS access contact the FMS Help Desk at 1-800-433-7327, Option #3, or email at [fms.operations@ed.gov](mailto:fms.operations@ed.gov).

**Appendix B– Fee Code Definitions** *NOTE – with the transition to 100% Direct Lending, this section is provided as information only.*

**Origination fees for current quarter:**

**FN** - New Loans you have made (including those then sold) in the quarter covered by this form if you owe the origination fees. FN fee code must always be followed by a LN fee code.

**FS** - Loans you made and sold in the quarter covered by this form if the purchaser owes the origination fees

**FB** - Loans you bought from another Lender in the quarter covered by this form, if you owe the origination fees

**Origination fee adjustments to previously reported quarters:**

**FI** - Net increase in loans you made or bought as reported for a previous quarter, if you owe the origination fees

**FD** - Net decrease in loans you made or bought as reported for a previous quarter, if the fees are to be credited to you

**Lender Loan fees for current quarter:**

**LN** - New loans you have made (including those then sold) in the quarter covered by this form, if you owe the Lender loan fees. LN fee code must always be preceded by a FN fee code [except for consolidation loans].

**LS** - Loans you made and sold in the quarter covered by this form, if the purchaser owes the Lender loan fees

**LB** - Loans you bought from another Lender in the quarter covered by this form, if you owe the Lender loan fees

**Lender fee adjustment to previously reported quarters:**

**LI** - Net increase in loans you made or bought as reported for a previous quarter, if you owe the Lender fees

**LD** - Net decrease in loans you made or bought as reported for a previous quarter, if the fees are to be credited to you

**8.2 Appendix E – Loan Origination and Lender Fee Percent Information** *NOTE – with the transition to 100% Direct Lending, this section is provided as information only.*

- Loans first disbursed on or after 7/1/2006- 6/30/2007 for periods of enrollment that either include that date or begin after that date:
  - Federal Stafford and Unsubsidized Stafford fees are 0.02
- Loans first disbursed on or after 7/1/2007-6/30/2008 for periods of enrollment that either include that date or begin after that date:
  - Federal Stafford and Unsubsidized Stafford fees are 0.015
- Loans first disbursed on or after 7/1/2008-9/30/2009 for periods of enrollment that either include that date or begin after that date:
  - Federal Stafford and Unsubsidized Stafford fees are 0.01
- Loans first disbursed on or after 7/1/2009-6/30/2010 for periods of enrollment that either include that date or begin after that date:
  - Federal Stafford and Unsubsidized Stafford fees are 0.05
- Loans first disbursed on or after 7/1/1994 -6/30/2006 for periods of enrollment that either include that date or begin after that date:
  - Federal Stafford and Unsubsidized Stafford fees are 0.03
- PLUS loans made on or after July 1, 1994-6/30/2010, regardless of enrollment period fee is 0.03
- Period of enrollment beginning before July 1, 1994 and disbursed prior to that date:
  - Federal Stafford, Federal SLS and Federal PLUS fee is 0.05
  - Unsubsidized Stafford combined origination fee/insurance premium is 0.065

**FYI**

*All FFEL Program loans made on or after October 1, 1993 – June 30, 2010, were subject to a Lender loan fee of .01 of the loan principal and was charged proportionately against each loan disbursement.*

### 8.3 Appendix F – Loan Interest Rate Information

#### Loan Origination Interest Rates (Part I)

- **6.8%** for all Stafford Loans disbursed on or after 7/1/2006-6/30/2010 with the following exceptions --
- **6.0%** for **Undergraduate Subsidized Stafford Loans** disbursed on or after **7/1/2008-6/30/2009**
- **5.6%** for **Undergraduate Subsidized Stafford Loans** disbursed on or after **7/1/2009-6/30/2010**
- **8.5%** for all PLUS Loans disbursed on or after 7/1/2006-6/30/2010
- Enter the *actual rate* of the loan for Consolidation loans made on/after 10/1/98-6/30/2010
- Select **"EVAR"** for Federal Stafford and Unsubsidized Stafford variable rate loans made to new borrowers on/after 10/1/92 thru 06/30/06. Also use **"EVAR"** for Federal PLUS and Federal SLS variable rate loans made on/after 10/1/92 thru 06/30/06
- Select FVAR7, FVAR8, FVAR9, FVAR10, and FVARX respectively for converted fixed rate loans of 7%, 8%, 9%, 10% or 8/10% (adjustments only)

#### Special Allowance Loan Interest Rates (Part III)

- **6.8%** for all Stafford Loans disbursed on or after 7/1/2006 with the following exceptions –
- **6.0%** for **Undergraduate Subsidized Stafford Loans** disbursed on or after **7/1/2008-6/30/2009**
- **5.6%** for **Undergraduate Subsidized Stafford Loans** disbursed on or after **7/1/2009-6/30/2010**
- **8.5%** for all PLUS Loans disbursed on or after 7/1/2006-6/30/2010
- Enter the *actual rate* of the loan for Consolidation loans made on/after 10/1/98-6/30/2010
- **EVAR** - for variable Federal Stafford and Unsubsidized Stafford, PLUS, and SLS loans made on or after 10/1/92 thru 06/30/06, and Consolidation loans made during the "Emergency Consolidation Loan Act"
- **CVAR** - for Federal PLUS and SLS loans made in 1986-7 where the interest rate changes each January 1
- **FVAR7, FVAR8, FVAR9, FVAR10, and FVARX** - respectively for converted fixed rate loans of 7%, 8%, 9%, 10% and 8/10%
- **VAR** – for variable rate, PLUS and SLS loans made prior to 10/1/92



## 8.4 Appendix G – Billing Code Definitions

### **Billing Codes for Interest Benefits (Part II)**

**BC** - Interest due to you for the current quarter

**BI** - Adjustment, resulting in a net increase in the interest due to you from a prior quarter

**BD** - Adjustment, resulting in net decrease in the interest due to you from a prior quarter

*For loans eligible for interest under Income Based Repayment – provide the code for the period and type of loan activity being reported:*

**IC** - Interest due to you for the current quarter

**II** - Adjustment, resulting in a net increase in the interest due to you from previous quarters' billings

**ID** - Adjustment, resulting in net decrease in the interest due to you from previous quarters' billings

### **Billing Codes for Special Allowance (Part III)**

**BC** - for special allowance due to you for current quarter

**BI** - Adjustment resulting in a net increase in the average daily balance reported in a prior quarter

**BD** - Adjustment resulting in a net decrease in the special allowance reported in a prior quarter

*For loans eligible for interest under Income Based Repayment – provide the code for the period and type of loan activity being reported:*

**IC** - Interest due to you for the current quarter

**II** - Adjustment, resulting in a net increase in the interest due to you from previous quarters' billings

**ID** - Adjustment, resulting in net decrease in the interest due to you from previous quarters' billings

### 8.5 Appendix H – Special Allowance Category Definitions (Part III)

- SA -** For loans made prior to 10/1/81.  
(*Eligible* tax-exempt loans during this period use XA)
- SB -** For Stafford (subsidized) and PLUS loans made on/after 10/1/81 but prior to 10/17/86, or loans made on/after 10/17/86 but prior to 11/16/86 for periods of enrollment beginning prior to 11/16/86. Also, for Consolidation loans made on/after 10/1/81 but prior to 11/16/86.  
(*Eligible* tax-exempt loans during this period use XB)
- SC -** Used for sequester periods only.  
(*Eligible* tax-exempt loans during this period use XC)
- SD -** For Stafford (subsidized) and PLUS/SLS loans made on/after 10/17/86 but prior to 11/16/86 for periods of enrollment beginning on/after 11/16/86. Also, for Stafford (subsidized), PLUS/SLS and Consolidation loans made on/after 11/16/86 but prior to 10/1/92. Also, for Stafford (unsubsidized) loans made prior to 10/1/92 for periods of enrollment beginning on/after 10/1/92.  
(*Eligible* tax-exempt loans during this period use XB)
- SE -** For Stafford loans made on/after 10/1/92 but prior to 7/1/94, regardless of the enrollment period, or loans made after 7/1/94 for an enrollment period ending prior to 7/1/94. Also, for PLUS loans made on/after 10/1/92 but prior to 7/1/94. Also, for SLS loans made on/after 10/1/92 but prior to 7/1/94; or *certified* before 7/1/94 and *disbursed* after 7/1/94. Also, for Consolidation loans made on/after 10/1/92 and those for which the loan application was received by an eligible lender prior to 11/13/97.  
(*Eligible* tax-exempt loans during this period use XE)
- SG -** For Stafford loans made on/after 7/1/94 but prior to 7/1/95, or loans made on/after 7/1/95 but prior to 7/1/98 during periods of repayment or forbearance. Also, for PLUS loans made on/after 7/1/94 but prior to 7/1/98. Also, for Consolidation loans for which the loan application was received by an eligible lender on/after 11/13/97 but prior to 10/1/98.  
(*Eligible* tax-exempt loans during this period use XG)
- SH -** For Stafford loans made on/after 7/1/95 but prior to 7/1/98 *only* during the in-school, grace and deferment periods. Also, for PLUS loans made on/after 7/1/98 but prior to 1/1/2000.  
(*Eligible* tax-exempt loans during this period use XH)
- SJ -** For Stafford loans made on/after 7/1/98 but prior to 1/1/2000 *only* during the in-school, grace and deferment periods.  
(*Eligible* tax-exempt loans during this period use XJ)

**SK -** For Stafford loans disbursed on/after 7/1/98 but prior to 1/1/2000 *only* during the repayment and forbearance periods. (Tax-exempt loans during this period use XK)

**SL -** Consolidation loans disbursed on/after 10/1/98 but prior to 1/1/2000.  
(Tax-exempt loans during this period use XL)

**'C' = Commercial Paper      'L' = IBOR**

**CA/LA -** Stafford loans disbursed on/after 1/1/2000, *only* during the in-school, grace and deferment periods. (*Eligible* tax-exempt loans during this period use XJ)

**CB/LB -** Stafford loans disbursed on/after 1/1/2000, *only* during the repayment and forbearance periods. (*Eligible* tax-exempt loans during this period use XK)

**CC/LC -** Consolidation loans disbursed on/after 1/1/2000. (*Eligible* tax-exempt loans during this period use XL)

**CD/LD -** PLUS loans disbursed on/after 1/1/2000.  
(*Eligible* tax-exempt loans during this period use XH)

**CE/LE -** Stafford loans disbursed on/after 4/1/2006, *only* during the in-school, grace and deferment periods. (*Eligible* tax-exempt loans during this period use XM\*)

**CF/LF -** Stafford loans disbursed on/after 4/1/2006, *only* during the repayment and forbearance periods. (*Eligible* tax-exempt loans during this period use XN\*)

**CG/LG -** Consolidation loans disbursed on/after 4/1/2006.  
(*Eligible* tax-exempt loans during this period use XO\*)

**CH/LH -** PLUS loans disbursed on/after 4/1/2006.  
(*Eligible* tax-exempt loans during this period use XP\*)

**CI/LI -** Stafford loans disbursed on/after 10/1/2007, *only* during the in-school, grace and deferment periods.

**CJ/LJ -** Stafford loans disbursed on/after 10/1/2007, *only* during the repayment and forbearance

**CK/LK -** Consolidation loans disbursed on/after 10/1/2007.

**CM/LM -** PLUS loans disbursed on/after 10/1/2007.

*\*Please refer to Dear Colleague Letters GEN-06-02, FP-06-01, FP-07-06, FP-07-01, FP-06-15 etc. for tax-exempt eligibility requirements.*