

# Direct Loans

William D. Ford Federal Direct Loan Program

## REQUEST FOR INFORMATION

## INCOME-BASED REPAYMENT PLAN

### Reason for Notice

We have received your inquiry about repaying your Direct Loan(s) under the Income-Based Repayment (IBR) Plan. The IBR Plan bases your monthly payment on your annual income and family size. You must be experiencing a partial financial hardship to enroll in the plan. Please review the enclosed Repayment Plan Choices sheet to learn more about what qualifies for a partial financial hardship and if the IBR Plan is right for you. Please complete and mail the required forms below to the address on the back of this Notice.

Documents Needed To Determine IBR Plan Eligibility			
	Form / Document	Purpose	Who Completes
①	Repayment Plan Selection (enclosed)	Select IBR Plan and indicate family size to help determine if you qualify for the plan and calculate your monthly payment amount	<b>(Required)</b> All Borrowers
②	Consent to Disclosure of Tax Information form (enclosed)	Authorize the Internal Revenue Service (IRS) to disclose tax return information to the U.S. Department of Education	<b>(Required)</b> All Borrowers
③	Alternative Documentation of Income form and Supporting Information (enclosed)	Provide income information that may be used to determine partial financial hardship and monthly payment amount	<b>(Required)</b> Borrowers in the first year of repayment on a Direct Loan  <b>(Optional)</b> After first year of repayment, we encourage borrowers to complete the Alternative Documentation of Income form to expedite your request for the IBR Plan or your income information is more current than what we would receive from the IRS
④	Federal Family Education Loan Program (FFELP) Loans eligible for repaying on the IBR Plan	Provide information about any eligible FFELP Loans (refer to Repayment Plan Choices for which ones are eligible) that you have, which we will use to help determine your eligibility and payment amount	<b>(Required if you have eligible FFELP Loans)</b> Provide on a separate piece of paper a list of your eligible FFELP Loans and include your name, account number, loan type (s), loan holder (s), current balance(s), and interest rate(s); also provide supporting documentation (such as a recent loan statement) that includes your loan information

\*\*\*REFER TO THE BACK OF THIS NOTICE FOR IMPORTANT INFORMATION\*\*\*

## Important Information

- You may not repay Direct PLUS Loans made to parent borrowers under the IBR Plan. For your Direct PLUS Loans made to parent borrowers, you must select a different repayment plan.
  - Until your request for the IBR Plan is reviewed and approved, your loan(s) will remain under your current repayment plan and you should continue paying your monthly due amount.
  - If you cannot afford your current monthly payment(s) while waiting to be notified of your IBR eligibility and payment amount, call the toll-free telephone number listed below or access our Web site at <http://www.dl.ed.gov> for your other options.
  - When we receive the requested information, we will calculate your new IBR monthly payment amount for your loan(s) and send you a Disclosure form that shows your new monthly payment amount.
  - You can change repayment plans anytime by calling our toll-free number or accessing our Web site at <http://www.dl.ed.gov>.
  - If you are repaying under the IBR Plan and decide to change repayment plans, any unpaid accrued interest will be capitalized and you will be required to repay your Direct Loan(s) on the Standard Repayment Plan with a 10-year term (less any time already spent in repayment).
  - If we do not receive all applicable documentation within 30 days from the date of this Notice, your repayment plan for all loan(s) will be your prior repayment plan (the Standard Plan if you never repaid under another repayment plan).
  - If you have questions, our contact information can be found below.
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### ADDITIONAL INFORMATION ABOUT YOUR LOAN

If any of the information on this Notice is incorrect, please contact the Direct Loan Servicing Center. The Direct Loan Servicing Center Borrower Services Department was created to assist you with all matters regarding your Direct Loan(s). You may contact us from 8:00 AM to 8:30 PM Eastern Time, Monday through Friday at 1-800-848-0979. Hearing-impaired individuals who have access to a TDD (Telecommunications Device for the Deaf) can call 1-800-848-0983. If you prefer to write, please direct your correspondence to:

U.S. Department of Education  
Direct Loan Servicing Center  
P.O. Box 5609  
Greenville, TX 75403-5609

Please advise us of any changes in name, address, student status, or separation date from school (if applicable). This information can affect the status of your loan.



William D. Ford Federal Direct Loan Program

## REPAYMENT PLAN SELECTION

### William D. Ford Federal Direct Loan Program

OMB No. 1845-0014  
Form Approved  
Exp. Date 08/31/2010

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

#### Instructions

Read the enclosed information carefully to understand your repayment options and then complete this form to select a repayment plan or to change your previous repayment plan. **Please print clearly using blue or black ink.**

If you need help completing this form, contact the Direct Loan Servicing Center through one of the options provided in Section 6 on the back of this form. **Return the completed form to the address shown in Section 6.** If you are selecting any repayment plan except for the Income Contingent Repayment Plan with the joint repayment option, you may do so electronically at the Direct Loan Servicing Center's Web site: [www.dl.ed.gov](http://www.dl.ed.gov)

#### Section 1: Borrower Information – to be completed by ALL BORROWERS

Borrower's Last Name Borrower's First Name Borrower's Middle Initial Borrower's Social Security Number:

\_\_\_\_-\_\_\_\_-\_\_\_\_

#### Section 2: Repayment Plan Selection – to be completed by ALL BORROWERS

Place an "X" in the box under the repayment plan that you wish to select for each type of loan that you owe. The enclosed information describes each of the repayment plans. You must choose the same repayment plan for all of your Direct Loans, unless you have both parent Direct PLUS Loans (Direct PLUS Loans you received as a parent to pay for the education of a dependent student) and one or more of the other types of Direct Loans listed below (Direct Subsidized Loans, Direct Unsubsidized Loans, Direct Consolidation Loans, and student Direct PLUS Loans (Direct PLUS Loans you received to pay for your own graduate or professional education)), and you want to repay your Direct Subsidized Loans, Direct Unsubsidized Loans, Direct Consolidation Loans, and/or student Direct PLUS Loans under the Income Contingent Repayment (ICR) Plan or Income-Based Repayment (IBR) Plan. In that case, you must select a different repayment plan for your parent Direct PLUS Loans. You may repay any Direct Consolidation Loan (except for a Direct PLUS Consolidation Loan) under the ICR Plan, but a Direct PLUS Consolidation Loan or a Direct Consolidation that repaid parent PLUS loans may not be repaid under the IBR Plan.

- You may not repay parent Direct PLUS Loans under the ICR or IBR Plan.
- To be eligible to repay your loans under the IBR Plan, you must have a partial financial hardship (see Section 5 of this form).

Loan Types	Standard	Graduated	Extended		Income Contingent	Income-Based
Direct Subsidized Loans Direct Unsubsidized Loans Direct Consolidation Loans Student Direct PLUS Loans	<input type="checkbox"/>	<input type="checkbox"/>	Fixed Payments <input type="checkbox"/>	Graduated Payments <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Direct PLUS Loans Direct PLUS Consolidation Loans	<input type="checkbox"/>	<input type="checkbox"/>	Fixed Payments <input type="checkbox"/>	Graduated Payments <input type="checkbox"/>	Not Available	Not Available

#### Section 3: Spouse Information – to be completed by SOME MARRIED BORROWERS

If you are married, complete this section only if you are (1) selecting the ICR Plan (unless you are separated from your spouse), (2) selecting the IBR Plan and you and your spouse file your federal income taxes jointly, or (3) selecting any repayment plan for a Direct Consolidation Loan held jointly by you and your spouse.

Spouse's Last Name Spouse's First Name Spouse's Middle Initial Spouse's Social Security Number:

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#### Section 4: Additional ICR Information – to be completed by BORROWERS WHO SELECT ICR

**Complete this section only if you are selecting the ICR Plan.**

**Note:** To repay under the ICR Plan, you must complete an ICR & IBR Plan Consent to Disclosure of Tax Information form. You may also be required to complete an ICR & IBR Plan Alternative Documentation of Income form. We have enclosed the required ICR & IBR Plan form(s). Please complete and return the enclosed form(s) along with this Repayment Plan Selection form. If you do not submit the required ICR & IBR form(s), you will be placed on the Standard Repayment Plan (unless you were previously on another Direct Loan repayment plan).

When you begin repaying your loan under ICR, your initial payment amount will be the full amount of interest that accumulates on your loan each month. If you cannot afford the initial interest payment, you may request a forbearance until you are notified of your actual ICR payment.

During a forbearance you are not required to make any payments of principal or interest, but interest continues to accumulate on your loan. If you are beginning repayment of your Direct Loan for the first time, interest that you do not pay during the forbearance will be capitalized (added to your outstanding principal balance) at the end of the forbearance. Capitalization increases your loan's principal amount, and therefore the total amount of interest you will repay on your loan. If you are requesting a change from another Direct Loan repayment plan to the ICR Plan, you may receive a forbearance for up to 60 days during which unpaid interest will not be capitalized. During the 60-day period, you will have to provide us with the information that we need to calculate your payment amount under ICR. To request a forbearance, contact the Direct Loan Servicing Center through one of the options provided on your billing statements.

**A. Family Size.** Enter your family size on the line below. Your family size number includes you and your spouse. It includes your children if they get more than half their support from you. It includes other people only if: (1) they now live with you, **and** (2) they now get more than half their support from you **and** they will continue to get this support from you. **Support** includes money, gifts, loans, housing, food, clothes, car, medical and dental care, payment of college costs, etc. **If your family size number changes, notify the Direct Loan Servicing Center in writing at the mailing address or the Web site address shown in Section 6.**

Family Size: \_\_\_\_\_

**B. ICR Joint Repayment Option.** If you and your spouse each have Direct Loans and both of you want to repay the loans under the ICR Plan, you may choose to repay your loans jointly (see ICR Plan description in the enclosed Repayment Plan Choices sheet). If you choose to repay jointly, place an "X" in the box below and have your spouse sign and date this form.

☐ I wish to repay my loan(s) jointly with my spouse under the ICR Plan.

**C. Certification.** Read the certification statement below, then sign and date this form. If you selected the ICR Joint Repayment Option (see "B", above), your spouse must also sign and date this form.

All of the information I provided on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of the information that I have provided on this form.

Borrower's Signature \_\_\_\_\_

Date \_\_\_\_\_

Spouse's Signature (if required) \_\_\_\_\_

Date \_\_\_\_\_

**Section 5: Additional IBR Information – to be completed by BORROWERS WHO SELECT IBR**

Complete this section **only** if you are selecting the IBR Plan.

To repay under the IBR Plan, you must have a **partial financial hardship**. You are considered to have a partial financial hardship if the annual amount due on all of your eligible loans, as calculated under a standard repayment plan with a 10-year repayment period, is more than 15% of the difference between your adjusted gross income (AGI) and 150% of the poverty guideline amount for your family size and state. (If you are married and file a joint federal tax return with your spouse, your AGI includes both your income and your spouse's income.) Eligible loans for the IBR Plan are Direct Subsidized Loans, Direct Unsubsidized Loans, Direct Consolidation Loans that did not repay parent PLUS loans, student Direct PLUS Loans, Federal Family Education Loan (FFEL) Stafford Loans, and student FFEL PLUS Loans, and FFEL Consolidation Loans that did not repay parent PLUS loans. If you have both Direct Loans and FFEL loans, your total eligible loan debt will be considered when determining partial financial hardship. The following loans are **not** eligible for IBR: Direct PLUS Consolidation Loans, parent Direct PLUS Loans, parent FFEL PLUS Loans, Direct Consolidation Loans or FFEL Consolidation Loans that repaid parent PLUS loans, and loans on which you are in default.

To enroll in the IBR Plan, you must complete an ICR & IBR Plan Consent to Disclosure of Tax Information form. You may also be required to complete an ICR & IBR Plan Alternative Documentation of Income form. We have enclosed the required form(s). Please complete and return the enclosed form(s) along with this Repayment Plan Selection form. If you do not submit the required ICR & IBR form(s), you will be placed on the Standard Repayment Plan (unless you were previously on another Direct Loan repayment plan).

If you select the IBR Plan, you must continue to make payments on your loan(s) under your current repayment plan until we receive all the necessary information to determine your eligibility for the IBR Plan and your IBR payment amount. If you are unable to make your loan payments under your current repayment plan while we are determining your eligibility for IBR and your IBR payment amount, you may request a forbearance. During a forbearance you are not required to make any payments of principal or interest, but interest continues to accumulate on your loan. If you are beginning repayment of your Direct Loan for the first time, interest that you do not pay during the forbearance will be capitalized (added to your outstanding principal balance) at the end of the forbearance. Capitalization increases your loan's principal amount, and therefore the total amount of interest you will repay on your loan. If you are requesting a change from another Direct Loan repayment plan to the IBR Plan, you may receive a forbearance for up to 60 days during which unpaid interest will not be capitalized. During the forbearance, you will have to provide us with your income information that we need to calculate your payment amount under IBR. To request a forbearance, contact the Direct Loan Servicing Center at 1-800-848-0979, Monday through Friday 8:00 am to 8:30 pm (Eastern Time). Individuals who use a telecommunications device for the deaf (TDD) may call 1-800-848-0983.

**A. Family Size.** Enter your family size on the line below. Your family size is determined by counting you, your spouse, and your children, including children who will be born during the year you certify your family size, if your children receive more than half their support from you. Your family size also includes other individuals if, at the time you certify your family size, these other individuals (1) live with you and (2) receive more than half of their support from you and will continue to receive this support for the year you certify your family size. Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, and payment of college costs. **If you select IBR, you must notify us of your family size every year. The Department will contact you annually by mail to confirm and update family size information.**

Family Size: \_\_\_\_\_

If you have any questions regarding the IBR Plan, partial financial hardship, or your family size determination, please contact the Direct Loan Servicing Center (see Section 6 below).

**B. Eligible Loans.** Direct Subsidized Loans, Direct Unsubsidized Loans, Direct Consolidation Loans that did not repay parent PLUS loans, student Direct PLUS Loans, Federal Family Education Loan (FFEL) Stafford Loans, student FFEL PLUS Loans, and FFEL Consolidation Loans that did not repay parent PLUS loans are eligible for repayment under the IBR Plan. Direct PLUS Consolidation Loans, parent Direct PLUS Loans, parent FFEL PLUS Loans, Direct Consolidation Loans or FFEL Consolidation Loans that repaid parent PLUS Loans, and loans on which you are in default are not eligible for IBR. Your IBR payment amount will be based on your total eligible loan debt.

**C. IBR Joint Consolidation Loan Repayment.** If you and your spouse have an eligible joint consolidation loan that you want to repay under the IBR Plan, place an "X" in the box below and have your spouse sign and date below in Section D. Both you and your spouse must have a partial financial hardship to repay an eligible joint consolidation loan under IBR (see description of partial financial hardship above).

☐ I wish to repay my joint consolidation loan(s) with my spouse under the IBR Plan.

**D. Certification.** Read the certification statement below, then sign and date this form. If you want to repay a joint consolidation loan under the IBR Plan (see "C", above), your spouse must also sign and date this form.

All of the information I provided on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of the information that I have provided on this form.

Borrower's Signature \_\_\_\_\_

Date \_\_\_\_\_

Spouse's Signature (if required) \_\_\_\_\_

Date \_\_\_\_\_

**Section 6: Where to Send the Completed Form**

Return this form to:

U.S. Department of Education  
Direct Loan Servicing Center  
P.O. Box 5609  
Greenville, TX 75403-5609

If you need help completing this form, or if you need to report a change in your address:

- Call us at **1-800-848-0979** or, if you use a telecommunications device for the deaf (TDD), at **1-800-848-0983**.
- E-mail us by going to **www.dl.ed.gov** and clicking on **Contact Us**.
- Write to us at the mailing address provided above.

**PRIVACY ACT NOTICE**

**The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you:**

The authority for collecting the requested information from and about you is §451 *et seq.* of the Higher Education Act (HEA) of 1965, as amended (20 U.S.C. 1087a *et seq.*) and the authorities for collecting and using your Social Security Number (SSN) are §484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) and 31 U.S.C. 7701(b). Participating in the William D. Ford Federal Direct Loan (Direct Loan) Program and giving us your SSN are voluntary, but you must provide the requested information, including your SSN, to participate.

The principal purposes for collecting the information on this form, including your SSN, are to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan (such as a deferment, forbearance, discharge, or forgiveness) under the Direct Loan Program, to permit the servicing of your loan(s), and, if it becomes necessary, to locate you and to collect and report on your loan(s) if your loan(s) become delinquent or in default. We also use your SSN as an account identifier and to permit you to access your account information electronically.

The information in your file may be disclosed, on a case-by-case basis or under a computer-matching program, to third parties as authorized under routine uses in the appropriate systems of records notices. The routine uses of this information include, but are not limited to, its disclosure to federal, state, or local agencies, to private parties such as relatives, present and former employers, business and personal associates, to consumer reporting agencies, to financial and educational institutions, and to guaranty agencies in order to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan, to permit the servicing or collection of your loan(s), to enforce the terms of the loan(s), to investigate possible fraud and to verify compliance with federal student financial aid program regulations, or to locate you if you become delinquent in your loan payments or if you default. To provide default rate calculations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to state agencies. To provide financial aid history information, disclosures may be made to educational institutions. To assist program administrators with tracking refunds and cancellations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal or state agencies. To provide a standardized method for educational institutions to efficiently submit student enrollment status, disclosures may be made to guaranty agencies or to financial and educational institutions. To counsel you in repayment efforts, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal, state, or local agencies.

In the event of litigation, we may send records to the Department of Justice, a court, adjudicative body, counsel, party, or witness if the disclosure is relevant and necessary to the litigation. If this information, either alone or with other information, indicates a potential violation of law, we may send it to the appropriate authority for action. We may send information to members of Congress if you ask them to help you with federal student aid questions. In circumstances involving employment complaints, grievances, or disciplinary actions, we may disclose relevant records to adjudicate or investigate the issues. If provided for by a collective bargaining agreement, we may disclose records to a labor organization recognized under 5 U.S.C. Chapter 71. Disclosures may be made to our contractors for the purpose of performing any programmatic function that requires disclosure of records. Before making any such disclosure, we will require the contractor to maintain Privacy Act safeguards. Disclosures may also be made to qualified researchers under Privacy Act safeguards.

**PAPERWORK REDUCTION NOTICE**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 1845-0014. The time required to complete this information collection is estimated to average .33 hours (20 minutes) per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, DC 20202-4537. **Do not send the completed form to this address.**

If you have questions about the status of your individual submission of this form, contact the Direct Loan Servicing Center (see Section 6).

## Repayment Plan Choices

William D. Ford Federal Direct Loan Program  
Federal Direct Stafford/Ford Loans, Federal Direct Unsubsidized Stafford/Ford Loans,  
Federal Direct PLUS Loans, Federal Direct Consolidation Loans

### DECIDE ON A REPAYMENT PLAN

The William D. Ford Federal Direct Loan (Direct Loan) Program offers assorted repayment plans so you can choose the one that is right for you: Standard Repayment Plan, Graduated Repayment Plan, Extended Repayment Plan, Income Contingent Repayment (ICR) Plan, and Income-Based Repayment (IBR) Plan. For each plan: (1) You can prepay your loan at any time without penalty; (2) If your loan has a variable interest rate, your monthly payment amount may be adjusted annually; and (3) The "Repayment Period" excludes periods of deferment and forbearance, except periods of economic hardship deferment after October 1, 2007, for the ICR and IBR Plans. You can select the plan you want at <http://www.dl.ed.gov> or by completing and submitting a Repayment Plan Selection form.

You must choose the same repayment plan for all of your Direct Loans, unless you want to repay under the ICR Plan or the IBR Plan and you have loans that may be repaid under ICR or IBR and other loans that may not be repaid under ICR or IBR. (See the descriptions of the ICR and IBR plans below for the types of Direct Loans that may not be repaid under these repayment plans.) In that case, you may choose a different repayment plan for the loans that are not eligible for ICR or IBR.

**If you do not select a repayment plan, you will be assigned the Standard Repayment Plan. If you have questions about your choices, please call the Direct Loan Servicing Center at 1-800-848-0979 for assistance.**

### CHANGING REPAYMENT PLANS

There is no limit to when or how often you may change plans. You may change to another plan as long as the new plan has a repayment term longer than the amount of time you have already spent in repayment. The new repayment term is determined by subtracting the amount of time you have spent in repayment from the term allowed under the new plan. Exceptions are: (1) If you are required to repay under the ICR plan, you must make three consecutive on-time monthly payments of a payment amount based on your income before changing to another plan; and (2) If you choose to leave the IBR Plan, your account will be placed on the Standard Repayment Plan; and (3) You may change to the ICR Plan or the IBR Plan at any time.

### STANDARD REPAYMENT PLAN

#### Non-Consolidation Loans

(Direct Subsidized Loans, Direct Unsubsidized Loans, & Direct PLUS Loans)

**Minimum Monthly Payment** \$50  
**Maximum Repayment Period** 10 years

Under this plan, you will pay a fixed amount of at least \$50 each month for up to 10 years. Due to its short repayment period, this plan results in the lowest total interest paid under any of the repayment plans.

#### Consolidation Loans

**Minimum Monthly Payment** \$50  
**Maximum Repayment Period** 10 - 30 years

Under this plan, you will pay a fixed amount of at least \$50 each month over a repayment period of 10 to 30 years, depending on total education indebtedness. This plan may result in lower total interest paid when compared to other plans.

### GRADUATED REPAYMENT PLAN

#### Non-Consolidation Loans

(Direct Subsidized Loans, Direct Unsubsidized Loans, & Direct PLUS Loans)

**Minimum Monthly Payment** Monthly interest accrual  
**Maximum Repayment Period** 10 years

Under this plan, you will pay a minimum payment amount equal to the amount of interest that accrues monthly for up to 10 years. Your payments start out low, and then increase every two years. No single payment under this plan will be more than three times greater than any other payment. Generally, the amount you will repay over the term of your loan will be higher under the Graduated Repayment Plan than under the Standard Repayment Plan. This plan may be beneficial if your income is low now but is likely to steadily increase.

#### Consolidation Loans

**Minimum Monthly Payment** Monthly interest accrual  
**Maximum Repayment Period** 10 - 30 years

Under this plan, you will pay a minimum payment amount equal to the amount of interest that accrues monthly over a repayment period of 10 to 30 years, depending on your total education indebtedness. Your payments start out low, and then increase every two years. No single payment under this plan will be more than three times greater than any other payment. Generally, the amount you will repay over the term of your loan will be higher under the Graduated Repayment Plan than under the Standard Repayment Plan. This plan may be beneficial if your income is low now but is likely to steadily increase.

### Total Education Indebtedness Amounts / Number of Monthly Payments under Standard and Graduated Repayment Plans for Consolidation Loans

If your Total Education Indebtedness is		Maximum Number of Monthly Payments
At Least	Less Than	
	\$7,500	120 (10 years)
\$7,500	\$10,000	144 (12 years)
\$10,000	\$20,000	180 (15 years)
\$20,000	\$40,000	240 (20 years)
\$40,000	\$60,000	300 (25 years)
\$60,000		360 (30 years)

### EXTENDED REPAYMENT PLAN

You may choose this plan only if (1) you had no outstanding balance on a Direct Loan on October 7, 1998 or on the date you obtained a Direct Loan after that date, and (2) you owe more than \$30,000 in outstanding Direct Loans.

#### Fixed Monthly Payment Option (All loan types)

**Minimum Monthly Payment** \$50  
**Maximum Repayment Period** 25 years

Under this plan, you will pay a fixed amount of at least \$50 each month over a repayment period not to exceed 25 years.

#### Graduated Monthly Payment Option (All loan types)

**Minimum Monthly Payment** Monthly interest accrual  
**Maximum Repayment Period** 25 years

Under this plan, you will pay a minimum amount of at least the amount of interest that accrues monthly over a repayment period not to exceed 25 years. Your payments start out low and then increase every two years. This plan may be beneficial if your income is low now but is likely to steadily increase.

Under either fixed or graduated monthly payment option, the Extended Repayment Plan will give you a lower monthly payment on your non-consolidation loans than Standard or Graduated Repayment Plans. Because of the longer repayment period, you will pay more interest over the life of your loan.

If you have a consolidation loan and owe more than \$30,000 but less than \$40,000, the Extended Repayment Plan will provide you with a longer repayment period than the Standard or Graduated Repayment Plans, but the total amount of interest you pay over the life of the loan may be more than under those plans.

## INCOME CONTINGENT REPAYMENT (ICR) PLAN

Not available for Direct PLUS Loans made to parent borrowers or Direct PLUS Consolidation Loans.

**Minimum Monthly Payment**  
**Maximum Repayment Period**

**\$0 or \$5.00**  
**25 years**

Under this plan, the payment amount is based upon your income. The monthly payment amount will be the lesser of the following two calculations:

1. the amount you would pay if you repaid your loan in 12 years, multiplied by an income percentage factor (ranging from approximately 55 percent to 200 percent) that varies with your annual income, or
2. 20 percent of your monthly discretionary income. Discretionary income is your federal Adjusted Gross Income (AGI) minus the poverty level for your family size.

If you are married, both your AGI and your spouse's AGI will be used to calculate your monthly repayment amount, even if you file your income taxes separately from your spouse.

If you and your spouse each have Direct Loans and want to repay your loans under the ICR Plan, you may choose to repay your loans jointly. The outstanding balances on each of your loans will be added together to determine your repayment amount.

If your calculated monthly payment is between \$0 and \$ 5.00, you will be required to make a \$5.00 monthly payment. If your income is less than or equal to the poverty level for your family size, your payment will be \$0. In the event that your payment amount is less than the amount of interest accruing on your loan, the interest will be added to your loan principal (capitalized) once a year until the principal balance is 10 percent higher than the original balance. After this occurs, interest will continue to accrue but will not be added to the principal balance.

Under this plan, it is possible you will not make payments large enough to pay off your loans in 25 years. If loans are not fully repaid after 25 years of repayment, any unpaid amount will be forgiven. The maximum 25-year repayment period may include prior periods of repayment under certain other repayment plans, and periods of economic hardship deferment after October 1, 2007. The forgiven amount may be considered taxable income.

Your repayment amount is adjusted annually. It may be higher when your income is higher and lower when your income is lower.

If you select the Income Contingent Repayment Plan, we will:

1. require you to submit documentation of current income (yours and your spouse's) in the first year of repayment. You may be required to submit documentation of current income (yours and your spouse's) in your second year of repayment as well.
2. require you to complete a form that authorizes the Internal Revenue Service (IRS) to provide income information (yours and your spouse's) to the U.S. Department of Education. You must sign this form and return it to us. The AGI from the IRS will be used to calculate your monthly repayment amount in years subsequent to the year(s) in which alternative documentation is required.

In special circumstances when your federal tax return does not reflect your present income (for example, due to loss of employment), you may submit documentation of your current income. Your monthly payment will be based on this documented income information.

NOTE: If you are repaying your loan(s) under the ICR or IBR Plan, your repayment period will be a maximum of 25 years. If loans are not fully repaid after 25 years of repayment, any unpaid amount will be forgiven. The maximum 25-year repayment period may include prior periods of repayment under certain other repayment plans, and certain periods of economic hardship deferment. The forgiven amount may be considered taxable income.

## INCOME-BASED REPAYMENT (IBR) PLAN

Not available for Direct PLUS Loans made to parent borrowers (parent Direct PLUS Loans), Direct PLUS Consolidation Loans, or Direct Consolidation Loans that repaid parent Direct PLUS Loans or Federal Family Education Loan Program PLUS loans made to parent borrowers.

**Minimum Monthly Payment**  
**Maximum Repayment Period**

**\$0 or \$10.00**  
**25 years**

The Income-Based Repayment (IBR) Plan bases your monthly payment on your annual income and family size. You must be experiencing a Partial Financial Hardship to initially select this plan. A Partial Financial Hardship is a circumstance in which the annual amount due on all your eligible loans (see the accompanying Repayment Plan Selection form for a definition of "eligible loans") at the time you entered repayment, as calculated under a 10-year Standard Repayment Plan, exceeds 15 percent of the difference between your Adjusted Gross Income (AGI) and 150 percent of the poverty line income for your family size.

Under this plan, your required monthly payment will be no more than 15 percent of the amount by which your AGI exceeds 150 percent of the poverty line income for your family size and state, divided by 12. In addition:

1. If the calculated payment is less than \$5.00 your required monthly payment will be \$0.00.
2. If the calculated payment is equal to or greater than \$5.00, but less than \$10.00, your required monthly payment will be \$10.00.
3. If all of your loans are not Direct Loans, your monthly payment amount will be determined by multiplying the calculated monthly payment by the percentage of the total amount of your eligible loans that are Direct Loans.

If you are married and file your federal income taxes jointly with your spouse, both your AGI and your spouse's AGI will be used to calculate your monthly payment. If you and your spouse file taxes separately, only your AGI will be used to calculate your monthly payment. Under this plan, it is possible you will not make payments large enough to pay off your loans in 25 years. If loans are not fully repaid after 25 years of repayment, any unpaid amount will be forgiven. The maximum 25-year repayment period may include prior periods of repayment under certain other repayment plans, and certain periods of economic hardship deferment after October 1, 2007. The forgiven amount may be considered taxable income.

Your repayment amount may be adjusted annually. It may be higher or lower depending on changes in your income. If you select the Income-Based Repayment Plan, we will:

1. require you to submit documentation of current income (yours and your spouse's if you are married and file taxes jointly) in order to apply for the IBR plan.
2. require you to complete a form that authorizes the Internal Revenue Service (IRS) to provide income information (yours and your spouse's if you are married and files taxes jointly) to the U.S. Department of Education. You must sign this form and return it to us. The AGI from the IRS will be used to calculate your monthly repayment amount in years subsequent to the year(s) in which alternative documentation is required.

In special circumstances when your federal tax return does not reflect your present income (for example, due to loss of employment), you may submit documentation of your current income. Your monthly payment will be based on this documented income information.

If your payment does not cover all of the interest accumulating monthly on your Direct Subsidized Loans or Direct Subsidized Consolidation Loans, you will not be charged the remaining portion of the interest on those loans for a period not to exceed three consecutive years from the time you begin repayment under the IBR Plan.

If you no longer have partial financial hardship, your monthly payment amount will be adjusted. Your adjusted payment amount will not exceed the amount required to pay your loan in full under a 10-year Standard Repayment Plan based on the amount of your eligible loans that was outstanding at the time you began repayment under the IBR Plan (minimum of \$50.00). The repayment period based on this recalculated payment amount may be more than 10 years.

If you choose to leave the IBR Plan, your account will be placed on the Standard Repayment Plan. Your required monthly payment will be recalculated based on (1) the time remaining under the maximum 10-year repayment period for the amount of your loans that are outstanding at the time you leave the IBR Plan, or (2) if you are a Direct Consolidation Loan borrower, the time remaining under the applicable maximum repayment period for the amount of your Direct Consolidation Loan and your other student loans that are outstanding at the time you leave the IBR Plan.

Go to Page 3 for sample payment amounts per plan.⇒

# U.S. Department of Education Direct Loan Program

## REPAYMENT PLAN CHOICES

### Example Payment Amounts by Repayment Plan

Non-Consolidation Borrowers *																
Debt When Loan Enters Repayment	Standard		Extended Fixed		Extended Graduated		Graduated		Income Contingent ** Income = \$25,000				Income-Based ** Income = \$25,000			
	Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total	Single		Married/ HoH***		Single		Married/HoH ***	
									Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total
\$5,000	\$58	\$6,904	N/A	N/A	N/A	N/A	\$40	\$7,275	\$37	\$8,347	\$36	\$11,088	N/A	N/A	\$39	\$8,005
10,000	115	13,809	N/A	N/A	N/A	N/A	79	14,550	75	16,699	71	22,158	110	13,672	39	16,081
25,000	288	34,524	N/A	N/A	N/A	N/A	198	36,375	186	41,748	178	55,440	110	45,014	39	60,754
50,000	575	69,048	347	104,109	284	112,678	396	72,749	247	93,322	189	122,083	110	109,623	39	92,704
100,000	1,151	138,096	694	208,217	568	225,344	792	145,498	247	187,553	189	170,153	110	118,058	39	97,020
<b>Notes:</b> * Payments are calculated using a fixed interest rate of 6.8% for Direct Subsidized and Unsubsidized Loans disbursed on or after July 1, 2006. ** Assumes a 5 percent annual income growth (Census Bureau). *** HOH is Head of Household. Assumes a family size of two.																

Consolidation Borrowers *																
Debt When Loan Enters Repayment	Standard		Extended Fixed		Extended Graduated		Graduated		Income Contingent ** Income = \$25,000				Income-Based ** Income = \$25,000			
	Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total	Single		Married/ HoH***		Single		Married/HoH ***	
									Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total
\$5,000	\$61	\$7,359	N/A	N/A	N/A	N/A	\$38	\$7,978	\$40	\$9,414	\$38	\$12,294	N/A	N/A	\$39	\$7,818
10,000	97	17,461	N/A	N/A	N/A	N/A	69	19,165	80	18,828	77	24,587	110	17,638	39	22,414
25,000	213	51,123	N/A	N/A	N/A	N/A	172	55,491	201	47,069	189	61,588	110	59,451	39	52,725
50,000	394	118,264	394	118,264	344	126,834	344	126,834	247	106,630	189	137,766	110	91,388	39	78,816
100,000	751	270,452	788	236,528	688	253,660	688	286,305	247	187,553	189	170,153	110	117,343	39	97,020
<b>Notes:</b> * Payments are calculated using the maximum interest rate for consolidation loans, 8.25%. ** Assumes a 5 percent annual income growth (Census Bureau). *** HOH is Head of Household. Assumes a family size of two.																





**William D. Ford Federal Direct Loan Program  
Income Contingent Repayment Plan &  
Income-Based Repayment Plan  
Consent to Disclosure of Tax Information**

OMB No. 1845-0017  
Form Approved  
Exp. Date 06/30/2012

I (We) authorize the Internal Revenue Service (IRS) to disclose certain tax return information (for the tax years listed below) which includes my (our) name(s), address(es), Social Security Number(s), filing status, tax year, and Adjusted Gross Income(s). This information will be disclosed to the U.S. Department of Education (ED) and the William D. Ford Federal Direct Loan (Direct Loan) Program contractors and subcontractors for the sole purpose of determining the appropriate income contingent repayment (ICR) amount, or determining eligibility for income-based repayment (IBR) and the appropriate IBR amount on the Direct Loan Program loan(s) that may be repaid under the ICR or IBR Plan. ED's Direct Loan Program contractors and subcontractors may change. You may obtain the names of the current Direct Loan Program contractors and subcontractors by writing to ED at the address shown at the bottom of this page.

**Request for Tax Years: 2008, 2009, 2010, 2011, and 2012.**

***Read the instructions on the back of this form before completing the items below.***

**Items 1-3:** If you are repaying or want to repay your loan(s) under the Income Contingent Repayment Plan or the Income-Based Repayment Plan, you **must** complete Items 1-3 below:

(1) Borrower's (Taxpayer's) Name Printed **as it appears on your tax returns**

(2) Borrower's (Taxpayer's) Social Security Number

(3) Borrower's (Taxpayer's) Signature  
**Signature is valid for 60 days – see instructions on the back of the form.**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_(MM-DD-YYYY)  
Date of borrower's signature

**Items 4-6:** Your spouse must complete Items 4-6 if:

- You are repaying under the Income Contingent Repayment Plan and you are married, OR
- You are repaying under the Income-Based Repayment Plan and you and your spouse file a joint federal income tax return.

(4) Spouse's (Taxpayer's) Name Printed **as it appears on your tax returns**

(5) Spouse's (Taxpayer's) Social Security Number

(6) Spouse's (Taxpayer's) Signature  
**Signature is valid for 60 days – see instructions on the back of the form.**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_(MM-DD-YYYY)  
Date of spouse's signature

**Return this form to: U.S. Department of Education  
Direct Loan Servicing Center  
P.O. Box 5609  
Greenville, TX 75403-5609**

**William D. Ford Federal Direct Loan Program****Income Contingent Repayment Plan & Income-Based Repayment Plan – Consent to Disclosure of Tax Information**

**Borrower Instructions:** Please complete this form using the following instructions. To be considered for the Income Contingent Repayment Plan or the Income-Based Repayment Plan, you must complete Items 1-3 for the Consent to Disclosure of Tax Information on the front of this form:

- Item 1.** Print (or type) your name as it appears on your tax returns.  
**Item 2.** Print (or type) your Social Security Number.  
**Item 3.** Sign and date the form in blue or black ink only. Report the date as month-day-year (MM-DD-YYYY).

**Items 4-6 must be completed only if:**

- You are repaying under the Income Contingent Repayment Plan and you are married (even if you file separate federal income tax returns), OR
- You are repaying under the Income-Based Repayment Plan and you and your spouse file a joint federal tax return.

(Do not complete Items 4-6 if you are repaying under the Income-Based Repayment Plan and you and your spouse file separate federal income tax returns.)

- Item 4.** Print (or type) your spouse's name as it appears on tax returns.  
**Item 5.** Print (or type) your spouse's Social Security Number.  
**Item 6.** Have your spouse sign and date the form in blue or black ink only. Report the date as month-day-year (MM-DD-YYYY).

Make a copy of the completed form for your records. Send the original form to the U.S. Department of Education (ED) at the address shown on the front. **DO NOT SEND THIS FORM TO THE INTERNAL REVENUE SERVICE (IRS).** Once your application to participate in the Income Contingent Repayment Plan or the Income-Based Repayment Plan has been approved, ED will forward this form to the IRS. ***Because the IRS will not accept this form if more than 60 days have passed since you and/or your spouse signed the form, it is important that you return the completed form to ED promptly.***

**Request to Revoke Tax Information Authorization:** You and/or your spouse may revoke the Consent to Disclosure of Tax Information at any time. To revoke consent, send a copy of the original authorization with the word **“REVOKE”** across the top directly to the revocation address given below. The revocation must be signed by the taxpayer(s) who signed the original Consent to Disclosure of Tax Information. If you and/or your spouse do not have a copy of the original form, a statement of revocation is acceptable. The statement must indicate that the authority to disclose tax information to the Direct Loan Program is revoked, and must be signed by the taxpayer(s) who signed the original authorization form.

**NOTE:** If you and/or your spouse revoke(s) the Consent to Disclosure of Tax Information, you and/or your spouse become(s) ineligible for income contingent or income-based repayment, and you and/or your spouse must contact the Direct Loan Servicing Center to select another repayment option. If you and/or your spouse fail(s) to contact the Direct Loan Servicing Center, ED will assign you and/or your spouse to the Standard Repayment Plan.

**Revocation Address:** Direct Loan Servicing Center  
P.O. Box 5609  
Greenville, TX 75403-5609

**PRIVACY ACT NOTICE**

**The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you:**

The authority for collecting the requested information from and about you is §451 *et seq.* of the Higher Education Act (HEA) of 1965, as amended (20 U.S.C. 1087a *et seq.*) and the authorities for collecting and using your Social Security Number (SSN) are §484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) and 31 U.S.C. 7701(b). Participating in the William D. Ford Federal Direct Loan (Direct Loan) Program and giving us your SSN are voluntary, but you must provide the requested information, including your SSN, to participate.

The principal purposes for collecting the information on this form, including your SSN, are to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan (such as a deferment, forbearance, discharge, or forgiveness) under the Direct Loan Program, to permit the servicing of your loan(s), and, if it becomes necessary, to locate you and to collect and report on your loan(s) if your loan(s) become delinquent or in default. We also use your SSN as an account identifier and to permit you to access your account information electronically.

The information in your file may be disclosed, on a case-by-case basis or under a computer-matching program, to third parties as authorized under routine uses in the appropriate systems of records notices. The routine uses of this information include, but are not limited to, its disclosure to federal, state, or local agencies, to private parties such as relatives, present and former employers, business and personal associates, to consumer reporting agencies, to financial and educational institutions, and to guaranty agencies in order to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan, to permit the servicing or collection of your loan(s), to enforce the terms of the loan(s), to investigate possible fraud and to verify compliance with federal student financial aid program regulations, or to locate you if you become delinquent in your loan payments or if you default. To provide default rate calculations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to state agencies. To provide financial aid history information, disclosures may be made to educational institutions. To assist program administrators with tracking refunds and cancellations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal or state agencies. To provide a standardized method for educational institutions to efficiently submit student enrollment status, disclosures may be made to guaranty agencies or to financial and educational institutions. To counsel you in repayment efforts, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal, state, or local agencies.

In the event of litigation, we may send records to the Department of Justice, a court, adjudicative body, counsel, party, or witness if the disclosure is relevant and necessary to the litigation. If this information, either alone or with other information, indicates a potential violation of law, we may send it to the appropriate authority for action. We may send information to members of Congress if you ask them to help you with federal student aid questions. In circumstances involving employment complaints, grievances, or disciplinary actions, we may disclose relevant records to adjudicate or investigate the issues. If provided for by a collective bargaining agreement, we may disclose records to a labor organization recognized under 5 U.S.C. Chapter 71. Disclosures may be made to our contractors for the purpose of performing any programmatic function that requires disclosure of records. Before making any such disclosure, we will require the contractor to maintain Privacy Act safeguards. Disclosures may also be made to qualified researchers under Privacy Act safeguards.

**Paperwork Reduction Notice:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 1845-0017. The time required to complete this information collection is estimated to average 0.2 hours (12 minutes) per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, DC 20202-4537. ***Do not send the completed form to this address.***

If you have questions about the status of your individual submission of this form, contact the Direct Loan Servicing Center at the following address:

U.S. Department of Education  
Direct Loan Servicing Center  
P.O. Box 5609  
Greenville, TX 75403-5609



# Income Contingent Repayment Plan & Income-Based Repayment Plan Alternative Documentation of Income

William D. Ford Federal Direct Loan Program

Federal Direct Stafford/Ford Loans, Federal Direct Unsubsidized Stafford/Ford Loans,

Federal Direct Subsidized Consolidation Loans, Federal Direct Unsubsidized Consolidation Loans

**WARNING:** Any person who knowingly makes a false statement or misrepresentation on this form shall be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

OMB No. 1845-0016  
Form Approved  
Exp. Date 06/30/2012

## Section 1: Identifying Information

Before completing this form, carefully read the instructions in Section 5.

All borrowers must provide the Borrower Information below.

### Borrower Information:

Borrower's Name (please print clearly):

Last Name First Name Middle Initial

Borrower's Social Security Number:

\_\_\_\_-\_\_\_\_-\_\_\_\_

If you are married, you must also provide the Spouse Information below if (1) you are repaying under the ICR Plan, or (2) you are repaying under the IBR Plan and you and your spouse file a joint federal tax return.

### Spouse Information:

Your Spouse's Name (please print clearly):

Last Name First Name Middle Initial

Your Spouse's Social Security Number:

\_\_\_\_-\_\_\_\_-\_\_\_\_

## Section 2: Borrower's Income Information – to be completed by ALL BORROWERS

All borrowers must complete this section.

**You must** list all taxable income you are currently receiving (i.e., income from employment, unemployment income, dividend income, interest income, tips, alimony). Include the amount of money received, how often you receive this money, and your employer (if any) or the source of your income if you are not employed. You must attach supporting documentation for **all income** reported in this section (e.g., pay stubs, letters from your employer stating your income, interest or bank statements, dividend statements, canceled checks, or, when these forms of documentation are unavailable, a signed statement explaining your income source(s) and giving the addresses of these sources). Copies are acceptable, but **all supporting documentation must be no more than 90 days old**. If you have more than two sources of income, provide the information requested in this section on a separate piece of paper and mail it with this form. Do not report untaxed income such as Supplemental Security Income, child support, or federal or state public assistance. If your income or the income of your spouse changes significantly after your submission of this form, you must notify the Direct Loan Servicing Center of this change (see contact information in Section 5).

Amount of Income	Frequency of Payment (Please check the appropriate box.)					Employer or Source of Income
	Weekly	Bi-weekly	Semi-monthly	Monthly	Yearly	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Check this box if you do not have any taxable income and receive only untaxed income such as Supplemental Security Income, child support, or federal or state public assistance.						

## Section 3: Spouse's Income Information – to be completed by SOME MARRIED BORROWERS

If you are married, you must provide your spouse's income information if:

1. You are repaying under the ICR Plan, or
2. You are repaying under the IBR Plan and you and your spouse file a joint federal tax return.

If you are required to complete this section, you must provide the same information and supporting documentation for your spouse's income that is required for your own income, as explained above in Section 2.

Amount of Income	Frequency of Payment (Please check the appropriate box.)					Employer or Source of Income
	Weekly	Bi-weekly	Semi-monthly	Monthly	Yearly	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Check this box if your spouse does not have any taxable income and receives only untaxed income such as Supplemental Security Income, child support, or federal or state public assistance.						

## Section 4: Certification and Signature

All borrowers must complete this section. If you are married, your spouse must sign and date below **only** if (1) you are repaying under the ICR Plan, or (2) you are repaying under the IBR Plan and you and your spouse file a joint federal tax return.

**Certification:** I certify that all of the information reported in Section 2 and, if applicable, Section 3 is true and complete to the best of my knowledge. I agree to provide to the U.S. Department of Education (the Department) on an annual basis (or as required by the Department) alternative documentation of my income for the purpose of determining my appropriate repayment amount under the ICR Plan or IBR Plan. I understand that (1) if I do not provide this information the Department will base my ICR or IBR amount on my AGI, as reported by the IRS, or, in some instances, I will not be allowed to repay my loan(s) under the ICR or IBR Plan; (2) the Department may request my income information from the IRS even if alternative documentation of my income is accepted; and (3) if I am married, my spouse's income information, documentation, and signature are also required if I am repaying under the ICR Plan, or if I am repaying under the IBR Plan and my spouse and I file a joint federal tax return.

Borrower's Signature

Date of Borrower's Signature

Spouse's Signature

Date of Spouse's Signature

## Section 5: Instructions and Where to Send the Completed Form

### INSTRUCTIONS:

**YOU ARE REQUIRED** to complete this form if you are repaying your Direct Loans under the Income Contingent Repayment (ICR) or the Income-Based Repayment (IBR) Plan and:

- You are in your first year of repayment;
- You are in your second year of repayment and have been notified that alternative documentation of your income is required; or
- You have been notified that the Internal Revenue Service (IRS) is unable to provide the U.S. Department of Education (the Department) with your Adjusted Gross Income (AGI) or that of your spouse (if applicable).

**YOU MAY** complete this form if:

- You are repaying your Direct Loans under the ICR Plan and your AGI (and your spouse's AGI, if you are married), as reported on your most recently filed federal tax return, does not reasonably reflect your current income (e.g., due to circumstances such as loss or change in employment by you or your spouse).
- You are repaying your Direct Loans under the IBR Plan and your AGI (and your spouse's AGI, if you and your spouse file a joint federal tax return), as reported on your most recently filed federal tax return, does not reasonably reflect your current income (e.g., due to circumstances such as loss or change in employment by you or your spouse).

In cases where alternative documentation of your income is used, the amount of your monthly payment under the ICR or IBR Plan is based on the current income information you and your spouse (if applicable) provide and is reevaluated annually. Your monthly payment may be adjusted more frequently than annually if you notify the Direct Loan Servicing Center that your AGI (or your spouse's AGI, if you file a joint federal tax return) has changed significantly since your most recent submission of this form and you provide supporting documentation showing this change. To submit alternative documentation of your income, you must attach the required documentation, complete and sign this form, and return it to the address below. If you are married, your spouse must also complete and sign the applicable sections of this form and submit the required documentation if (1) you are repaying your loans under the ICR Plan, or (2) you are repaying your loans under the IBR Plan and you and your spouse file a joint federal tax return. If you need assistance, please call 1-800-848-0979, or TDD 1-800-848-0983.

**Return this form to:**

**U.S. Department of Education  
Direct Loan Servicing Center  
P.O. Box 5609  
Greenville, TX 75403-5609**

If you need assistance in completing this form, call 1-800-848-0979. Individuals who use a telecommunications device for the deaf (TDD) may call 1-800-848-0983.

## Section 6: Important Notices

### PRIVACY ACT NOTICE

The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you:

The authority for collecting the requested information from and about you is §451 et seq. of the Higher Education Act (HEA) of 1965, as amended (20 U.S.C. 1087a et seq.) and the authorities for collecting and using your Social Security Number (SSN) are §484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) and 31 U.S.C. 7701(b). Participating in the William D. Ford Federal Direct Loan (Direct Loan) Program and giving us your SSN are voluntary, but you must provide the requested information, including your SSN, to participate.

The principal purposes for collecting the information on this form, including your SSN, are to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan (such as a deferment, forbearance, discharge, or forgiveness) under the Direct Loan Program, to permit the servicing of your loan(s), and, if it becomes necessary, to locate you and to collect and report on your loan(s) if your loan(s) become delinquent or in default. We also use your SSN as an account identifier and to permit you to access your account information electronically.

The information in your file may be disclosed, on a case-by-case basis or under a computer-matching program, to third parties as authorized under routine uses in the appropriate systems of records notices. The routine uses of this information include, but are not limited to, its disclosure to federal, state, or local agencies, to private parties such as relatives, present and former employers, business and personal associates, to consumer reporting agencies, to financial and educational institutions, and to guaranty agencies in order to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan, to permit the servicing or collection of your loan(s), to enforce the terms of the loan(s), to investigate possible fraud and to verify compliance with federal student financial aid program regulations, or to locate you if you become delinquent in your loan payments or if you default. To provide default rate calculations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to state agencies. To provide financial aid history information, disclosures may be made to educational institutions. To assist program administrators with tracking refunds and cancellations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal or state agencies. To provide a standardized method for educational institutions to efficiently submit student enrollment status, disclosures may be made to guaranty agencies or to financial and educational institutions. To counsel you in repayment efforts, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal, state, or local agencies.

In the event of litigation, we may send records to the Department of Justice, a court, adjudicative body, counsel, party, or witness if the disclosure is relevant and necessary to the litigation. If this information, either alone or with other information, indicates a potential violation of law, we may send it to the appropriate authority for action. We may send information to members of Congress if you ask them to help you with federal student aid questions. In circumstances involving employment complaints, grievances, or disciplinary actions, we may disclose relevant records to adjudicate or investigate the issues. If provided for by a collective bargaining agreement, we may disclose records to a labor organization recognized under 5 U.S.C. Chapter 71. Disclosures may be made to our contractors for the purpose of performing any programmatic function that requires disclosure of records. Before making any such disclosure, we will require the contractor to maintain Privacy Act safeguards. Disclosures may also be made to qualified researchers under Privacy Act safeguards.

**Paperwork Reduction Notice.** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 1845-0016. The time required to complete this information collection is estimated to average 0.33 hours (20 minutes) per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, DC 20202-4537. **Do not send the completed form to this address.**

**If you have questions about the status of your individual submission of this form, contact the Direct Loan Servicing Center at the following address:**

**U.S. Department of Education  
Direct Loan Servicing Center  
P.O. Box 5609  
Greenville, TX 75403-5609**