



# Reinstatement of Guarantee Form

## I. BORROWER INFORMATION

1. Social Security # \_\_\_\_\_ 2. Name (Last, First, MI) \_\_\_\_\_

## II. LOAN INFORMATION

3. Loan Type \_\_\_\_\_ 4. Loan ID \_\_\_\_\_  
 3. Loan Type (cont) \_\_\_\_\_ 4. Loan ID (cont) \_\_\_\_\_

## III. LOSS OF GUARANTEE INFORMATION

5. Denial Reason
- |  |   |
|--|---|
| <input type="checkbox"/> Timely Conversion to Repayment Violation      | <input type="checkbox"/> Timely Claim Filing Violation                    |
| <input type="checkbox"/> Timely Resubmission Violation                 | <input type="checkbox"/> Three or More Due Diligence Violations/Omissions |
| <input type="checkbox"/> Gap In Collection Activity of 46 Days or More | <input type="checkbox"/> Other (provide reason: _____ )                   |
6. Payment Due Date When Loan Lost Guarantee \_\_\_\_\_  
 7. If Claim was Filed, Date Claim File Returned for Loss of Guarantee \_\_\_\_\_  
 8. If Claim Not Filed, the Last Date the Loan Could Have Been Filed Timely as a Claim \_\_\_\_\_  
 9. Date of Violation \_\_\_\_\_

## IV. CURE INFORMATION

10. Cure Procedure Completed
- Received signed repayment agreement on: \_\_\_\_\_ (MM/DD/YYYY)
- Received one full payment in the amount of \$ \_\_\_\_\_ on: \_\_\_\_\_ (MM/DD/YYYY)
- Type of payment received:  Check  
 Cash, Money Order or other means which does not identify the payor

**Note:** If the payment was made by cash, money order or other means which does not identify the payor, a senior officer must sign this form.

## V. LENDER/SERVICER INFORMATION AND CERTIFICATION

11. Lender ID \_\_\_\_\_ 12. Servicer ID \_\_\_\_\_
13. Certification

BY SIGNING THE REINSTATEMENT OF GUARANTEE FORM I HEREBY CERTIFY THAT THE INFORMATION AND DOCUMENTATION PROVIDED ARE TRUE AND ACCURATE AND THAT THE PAYMENT, IF FULL PAYMENT RECEIVED, WAS NOT MADE BY OR ON BEHALF OF THE LENDER OR SERVICING AGENT.

\_\_\_\_\_  
Signature of Lending Official \*

\_\_\_\_\_  
Print Name of Lending Official

\_\_\_\_\_  
Print Title of Lending Official

\_\_\_\_\_  
Date (MM/DD/YYYY)

\* If the payment was made by cash, money order or other means which does not identify the payor, a senior officer of the lender or servicing agent must sign this form.



# Instructions for Reinstatement of Guarantee Form

If the loan's guarantee had previously been cancelled, the lender must complete and submit this form with any claim filed. In addition to the completed Request for Reinstatement of Guarantee form, the lender must submit a copy of the repayment schedule in effect when the cure performed and a copy of the curing instrument. Examples of a curing instrument include, but are not limited to, a signed repayment agreement, evidence of one full payment received from or on behalf of the borrower.

## I. BORROWER INFORMATION

1. **Social Security #:** Provide the borrower's social security number (do not submit the Reinstatement of Guarantee Form without a social security number).
2. **Name (Last, First, MI):** Provide the borrower's last name, first name, and middle initial.

## II. LOAN INFORMATION

3. **Loan Type:** For each loan listed, provide the loan type using one of the following codes SF= Subsidized Stafford (Including non-subsidized disbursed prior to 10/92); SU = Unsubsidized Stafford; PL = PLUS; GB = Graduate PLUS; SL = SLS; CL = Consolidation.
4. **Loan ID:** For each loan listed, provide the unique loan identifier code which is typically 19 characters in length.

## III. LOSS OF GUARANTEE INFORMATION

5. **Reason Loan Guarantee Cancelled:** Select the reason(s) the guarantee was lost on the loan(s).
6. **Payment Due Date When Loan Lost Guarantee:** Provide the payment due date in effect when the guarantee on the loan(s) was lost.
7. **If Claim was Filed, Date Claim File Returned for Loss of Guarantee:** If a claim was previously filed with a guarantor, provide the date the claim file was returned to the lender notifying lender of loss of guarantee.
8. **If Claim Not Filed, the Last Date the Loan Could Have Been Filed Timely as a Claim:** If a claim was not previously filed with a guarantor, provide the last date the loan could have been claim filed timely with the guarantor.
9. **Date of Violation:** Provide the date of the earliest unexcused violation.

## IV. CURE INFORMATION

10. **Cure Procedure Completed:** Select the cure procedure completed that reinstated the guarantee on the loan(s). If one full payment made, select the type of payment made.

## V. LENDER/SERVICER INFORMATION AND CERTIFICATION

(If a full payment was made by cash, money order or other means which does not identify the payor, a senior officer must sign the Request for Reinstatement of Guarantee form.)

11. **Lender ID:** Provide the six-digit Department of Education lender code and, as applicable, the four digit non-Department of Education suffix of the lender or the current holder.
12. **Servicer ID:** If the account is being serviced, provide the six-digit Department of Education servicer code.
13. **Certification:** By signing this form, the Lending Official certifies that all the information provided on the form is true and accurate and that the payment, if full payment received, was not made by or on behalf of the lender or servicing agent.