

LOAN MAINTENANCE FORM

Transaction Type

Cancel / Reduce

Disbursement Date Change

Increase / Reinstate / Add Disbursement

Reallocation

Lender Code Change

Refund (Lender only)

Lender Transfer (Lender only)

Date Requested	Requested By	School or Lender Code	Contact Number

BORROWER / STUDENT INFORMATION			
Borrower Last Name	Borrower First Name	Borrower MI	Borrower SSN
Student Last Name	Student First Name	Student MI	Student SSN
First Disbursement/Guarantee Date	Loan Period		Select Loan Type

LOAN CHANGES						
Code *	Disb. Date & Number	Effective Date	New/Revised Disb. Date	Consum/UnConsum	Cancel / Refund Amt.	New Revised Gross Disb. Amt.
* CODES: X=Cancellation R=School Refund I=Increase AD=Add Disbursement S=Reinstatement D=Decrease C=Disbursement Date Change PIF=Paid in Full (By Borrower) PFC=Paid By Consolidation						

LENDER CODE CORRECTION		
Original Lender	New Lender Code	Pending Tran. ID: OGSLP Use Only

REALLOCATION	SUB	UNSUB
Original Total Loan Amount		
Disbursement Dates		
Original Gross Disbursement Amounts		
Revised Gross Disbursement Amounts		
Revised Total Loan Amount		
Adjusted Amount (+ / -)		

LOAN SERVICES DEPARTMENT ONLY:

Corrected By: _____ Date: _____