

INSTRUCTIONS FOR COMPLETING REQUEST FOR REINSTATEMENT OF GUARANTEE

The following instructions are provided to assist your institution in the proper preparation of the Request For Reinstatement of Guarantee form. All sections on the reverse side of this form must be completed as outlined below.

1. **Borrower's Social Security Number** — Enter the borrower's social security number.
2. **Borrower's Name** — Enter the borrower's last name, first name and middle initial.
3. **Type of Loan** — Indicate the type of loan (ONLY ONE: Federal Stafford, PLUS, SLS or Consolidation) in the space provided.
4. **Unique ID Number(s)** — Enter the Unique ID number(s) as indicated on the Loan Guaranty Notice and Disclosure Statement.
5. **Out of Guarantee Information**
 - A. **Date Condition Occurred** — Enter the payment due date in affect when the guarantee on the loan(s) was lost.
 - B. **Date Claim File Returned for Loss of Guarantee** — If applicable, enter the date the claim file was returned to your institution for reason of loss of guarantee.
 - C. **Date of Violation** — If a claim was previously filed and denied claim payment, enter the date of the first unexcused violation associated with that claim.
 - D. **If Claim Not Filed, the Last Date the Loan Could Have Been Filed Timely as a Claim** — If claim not filed, enter the last date the loan could have been filed timely as a claim.
6. **Reinstatement of Guarantee** — Enter the reason the account was out of guarantee and provide how the account was cured.
7. **Signature** — By signing this form, the lender certifies that all the information provided on the form is true and correct.