

## STUDENT LOAN REPAYMENT ROGRAM (SLRP)

**SOLDIERS**: Please refer to your SLRP/CLRP addendum for further guidance.

#### LOANS ARE THE RESPONSIBILITY OF THE SOLDIER TO MAKE SURE THEY REMAIN IN GOOD STANDING UNTIL THE ANNUAL PAYMENT HAS BEEN PAID BY THE GOVERNMENT AND RECEIVED BY THE LENDER(S).

### How to Submit Your Annual SLRP Payment

(1) Unit or BCC generates and prints out the DD Form 2475, DOD Educational Loan Repayment Program (LRP) Annual Application from GIMS at least 60 days prior to anniversary payment date. The Unit or BCC completes and signs Section 1 of DD Form 2475 as the certifying official.

(2) Solder signs section 2 of DD Form 2475. NOTE: If a Soldier has multiple years due, only one DD 2475 (current year) has to be generated however all payments in GIMS have to be submitted to State review.

(3) Soldier will submit (mail, fax or scan) the following documentation annually through their chain of command to the State IM/SLRP Manager as noted below for each payment:

(a) Copy of National Student Loan Data System (NSLDS) Summary Aid sheet dated within 30 days of scheduled anniversary payment date.

(b) Copy of NSLDS Detailed Loan information sheet(s) dated within 30 days of scheduled anniversary date. Note: must include those with a \$0 balance.

(c) Copy of original promissory note(s) and disbursement sheet(s) for all Title IV loan(s) not listed on the NSLDS website and/or loan(s) consolidated after the contract signature date.

NOTE: If you are submitting for multiple payment years, the NSLDS documents MUST be within 30 days of current payment year.

If you need any assistance on getting the process initiated, please contact Retention/Incentives Hotline at (717) 861-7805.

## **SLRP NOTES**

- 1. The National Guard DOES NOT take over your loans or advises the lender(s) on how to apply your annual payments.
- 2. It is your responsibility to keep your loans in good standing. If a loan goes into default a payment may not be submitted on that loan until you bring it out of default status.
- 3. SLRP payments are taxed **before** the funds are paid to your lender, approximately 28-30% may be withheld depending on your tax status.
- 4. If you are overdue more than one annual payment, you will only submit for one payment year at a time. Payments will be submitted for multiple previous years as long as you were eligible at date of entitlement and the fiscal year is still open. Interest will only be included in the current year payment if applicable.

## After Payment(s) have been submitted to State Level

- PAYMENTS ARE PROCESSED IN THE ORDER OF WHICH RECEIVED AT THE STATE LEVEL.
- If anything is missing or needs correction, your Unit RNCO or BCC will be notified.
- Contract or payment(s) placed on hold due to violations of eligibility criteria, the issue(s) will need to be resolved before any payment(s) processed.
- Once the corrections have been resolved, you may be required to resubmit your payment packet if any documentation is outdated.
- When the invalid documents have been corrected and uploaded by your URNCO or BCC into the incentives system (GIMS), the SLRP Manager will verify the documents, process and submit your payment(s) through the incentives system (GIMS) to NGB for further review and approval.
- Loan payments are mailed or Electronic Funds Transfer (EFT) to the lender(s) from DFAS around 4 to 6 weeks after receiving payment(s) from NGB if no errors are found.
- Check with your lender(s) at the end of the estimated 120 day time frame to see if payment(s) have/has been received and applied to your account. You can also compare the principal balance/interest on the Student Aid/NSLDS website.
- Be sure to periodically check your RNCO or BCC if payment(s) have not been applied; they will be contacted if anything further is required or any problems with your payments.
- DO NOT CONTACT THE INCENTIVES OFFICE BEFORE INQUIRING WITH YOUR CHAIN OF COMMAND OR BCC ON THE STATUS OF YOUR PAYMENT(S).
- **NOTE**: State and Federal taxes are withheld PRIOR to payment(s) being released to the lender(s).

THIS FORM IS FOR REFERENCE ONLY. DO NOT SUBMIT WITH DD 2475 AND NSLDS DOCUMENTS.

# SLRP Annual Payment Packet Checklist

\_\_\_ NSLDS Aid Summary Printout (lists all loans)
\_\_\_ NSLDS Loan Detail and History Printouts
(Every loan listed on the Aid Summary sheet regardless of payoff status)

DD Form 2475

(ONLY 1 form is required for an annual SLRP payment)

Master Promissory Note for Consolidation loans (ONLY if new loans have been disbursed OR were consolidated AFTER contract start date)

THIS FORM IS FOR REFERENCE ONLY. DO NOT SUBMIT WITH DD 2475 AND NSLDS DOCUMENTS.

## **NSLDS Aid Summary & Loan Detail Printouts**

You must include printouts from your **National Student Loan Data System (NSLDS)** record from the Federal Student Aid website. Please follow these instructions:

- Go to https://studentaid.gov and click "Log In".
- Enter your Federal Student Aid log in and password.
- If you do not have a log in, you will need to create an account.
- After you click "Log In", you will get a 'warning' page. Click 'Accept' to take you to the dashboard.
- The first page that appears will be 'My Aid' screen. Print or save as .pdf.
- Click on 'View details' and this will take you to the 'Loan Breakdown'. Print or save as .pdf.
- Next you will click 'view loan details' for each loan listed in order. This will take you to the Loan Details Screen for each loan. Print\* this for **every loan** on the summary page even if the outstanding balance is \$0.00.
- Each loan detail should include 'loan status history'.

### (For an example NSLDS Summary and Detail page see the following two pages)

\*Note: Print these pages through your web Browser in Portrait not Landscape or save to your desktop as a pdf to email. *No screenshots, word files, or text files will be accepted.* 

#### Sample Aid Summary and Loan Breakdown

The first page(s) of the NSLDS printouts will be the Aid Summary of the total Loan Types with Total Balance and the Loan Breakdown of Loan Servicer(s).

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## **DD Form 2475**

You do not have to complete a separate DD 2475 for each of the lenders that hold a loan listed on your NSLDS Summary Sheet. Only one DD 2475 is required for annual payment submission. NOTE: if you are submitting for multiple payment years, NSLDS and DD 2475 must be dated in the current payment year.

#### To complete the form:

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1. PERSONNEL OFFICE VERIFICATION (To be com	pleted by the designated per	rsonnel officer)							
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		2) SIGNATURE					(3) DATE SIGNED (YYYYMMDD)		
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a. NAME (Last, First, Middle Initial) BROWN, NIKKTA R		ADDRESS (St	reet, City, State,	and ZIP Code)					
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r. CERTIFYING OFFICER. As an official of the holding institution. I verify that t	his information is correct	and current. C	opy of the pro	missory note is e	enclose	ed.			
(1) NAME (Last, First, Middle Initial) (2) TI	TLE	(3) SIGNATU	RE	,			(4) DATE SIGNED (YYYYMMDD)		
DD FORM 2475, JAN 2014	PREVIOU	S EDITION IS	OBSOLETE.				Adobe Designer 9.(		

- You must use the DD Form 2475 generated from Guard Incentives Management System (GIMS). Please see your Readiness NCO or Battalion Career Counselor (BCC) annually for this form.
- **2.** In Section 2 verify all information, write/verify your email address, phone number and then sign in block f. NOTE: Wet signatures or CAC signatures only.
- 3. Add the completed DD2475 to your SLRP Annual Payment Packet.