



Student Loan Repayment Program

Payment Request Packet Instructions

Updated February 2024

To ensure your lender receives an annual SLRP payment you must complete and submit an SLRP Payment Request Packet every year. You may begin preparing the documents for your Packet no earlier than *30 days prior* to your contract anniversary date.

Steps to Follow

1. **Log in** to the Department of Education Federal Student Aid website: <https://studentaid.gov>.
2. **Collect** the required documents from the **Checklist** on page 2.
3. **Compile** all documents into a **single pdf**. Make sure they are in the correct order.
4. **Submit** the file to your Unit Readiness NCO for **upload** on the Incentives Actions Request tracker (copy and paste into browser):
[https://portal.tx.ng.mil/Restricted/res000/Lists/E and I Action Request Tracker/EI%20Action%20Request.aspx?web=1](https://portal.tx.ng.mil/Restricted/res000/Lists/E_and_I_Action_Request_Tracker/EI%20Action%20Request.aspx?web=1)
5. **Do not** email your packet to the Incentives Office.

Helpful SLRP Information

- The National Guard does **not** take over your loan(s). It is your responsibility to keep your loans in good standing. If a loan goes into default, no payments will be made on that loan IAW Federal law.
- Your SLRP payments are taxed before the funds are paid to your lender; at approximately 25%. You will receive a separate SLRP W-2 from DFAS to include with your tax return.
- If you are due more than one annual payment you only need to submit **one** Payment Request Packet. We will process any qualifying unpaid payments from previous years all at once.
- If you would like a status on your SLRP payment, please wait 60 days after your Packet is submitted. Contact your lender(s) **first** to verify whether payment was received prior to contacting the State Incentives Office @ ng.tx.txarng.mbx.incentives@army.mil.

Soldier Name: _____

SLRP Annual Payment Request Packet Checklist

- ☐ **This completed checklist.**
- ☐ **DD Form 2475 (page 3)**
 - Only *sections I & II* must be completed.
 - Only *handwritten* or *CAC-generated* signatures are accepted.
- ☐ **Loan Breakdown (page 4)**
 - *View Loans* should be expanded under each loan servicer.
- ☐ **Loan Details for each loan**
 - Order these as they appear on the *Loan Breakdown*.
- ☐ **Loan Status History for each loan**
 - Place these behind each corresponding *Loan Details* page.

Soldier Email Address: _____

Readiness NCO Name: _____

Readiness NCO Email Address: _____

Date Packet Completed: _____

DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION	CONTROL NO.	LOAN PROGRAM (X one) <input type="checkbox"/> ACTIVE DUTY LRP <input type="checkbox"/> HEALTH PROFESSIONALS LRP <input type="checkbox"/> SELECTED RESERVE LRP	OMB No. 0704-0152 OMB approval expires: October 31, 2021
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The public reporting burden for this collection of information, 0704-0152, is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

FORWARD YOUR FORM TO THE ADDRESS LISTED IN SECTION 1, BLOCK a.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 2171, Education Loan Repayment Program: Enlisted Members on Active Duty in Specified Military Specialties; 2173, Education Loan Repayment Program: Commissioned Officers in Specified Health Professions; 16301, Education Loan Repayment Program: Members of Selected Reserve; 16302, Education Loan Repayment Program: Health Professions Officers Serving in Selected Reserve with Wartime Critical Medical Skill Shortages; 16303, Loan Repayment Program: Chaplains Serving in the Selected Reserve, and E.O. 9397, Social Security Number (SSN).

PRINCIPAL PURPOSE(S): In completing this form, you are requesting your Military Service to pay a portion of your student loan(s). The information you provide will be reviewed by Military Service personnel record custodians to verify that you meet eligibility requirements. This form will then be forwarded to the lender that you identify for verification of the loan amount and status. The form is returned to the Service finance office to make the annual payment to your lender. Collected information is covered by the Applicable Military Service System of Records Notices (SORN) for the Official Military Personnel File or Military Records Jacket.

ROUTINE USE(S): To the lender (Department of Education, U.S. Public Health Service, or other financial institution) you identify so that the loan amount and status can be verified. The lender returns the completed form to your unit for additional processing. To the Internal Revenue Service for the purpose of reporting taxable income, and to the credit reporting agencies to assist in the recovery of any improper payments made toward delinquent debts owed by a beneficiary or former beneficiary. Additional routine uses can be found in the applicable systems of records notices listed below.

DISCLOSURE: Voluntary. However, if the requested information is not provided, DoD will not be able to verify the loan amount or status and make the annual payment you are requesting. Your Social Security Number (SSN) is used to ensure accuracy of data involving the specified individual applicant. If you do not provide your SSN, processing of your application may be delayed.

OFFICIAL MILITARY PERSONNEL FILES:
 Air Force: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-c/>
 Army: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570051/a0600-8-104b-ahrc/>
 Army National Guard: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570052/a0600-8-104b-ngb/>
 Navy: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570310/n01070-3/>
 Marine Corps: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570626/m01070-6/>

1. PERSONNEL OFFICE VERIFICATION (To be completed by the designated personnel officer)			
a. FORWARD COMPLETED FORM TO THIS ADDRESS (Include ZIP Code)		b. VERIFYING OFFICIAL. I certify that this servicemember has performed satisfactorily. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> (1) NAME (Last, First, Middle Initial) </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; display: flex; justify-content: space-between;"> (2) SIGNATURE (3) DATE SIGNED (YYYYMMDD) </div>	
2. SERVICEMEMBER DATA (To be completed by Servicemember or Borrower (if parent loan incurred for Servicemember's education - see instructions))			
a. NAME (Last, First, Middle Initial)		b. ADDRESS (Street, City, State, and ZIP Code)	
c. SOCIAL SECURITY NO.	d. TELEPHONE NO. (Include Area Code)	I authorize the release of my financial data by lender/holder to complete entries in Section 3.	
e. E-MAIL ADDRESS		<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> f. SIGNATURE g. DATE SIGNED (YYYYMMDD) </div>	
3. LOAN DATA (To be completed by loan servicing agency)			
a. NAME ON THE LOAN (Last, First, Middle Initial)		b. ORIGINAL DATE OF PROMISSORY NOTE (YYYYMMDD)	
c. ORIGINAL LOAN AMOUNT		d. LOAN _____ OF _____ LOANS	e. LOAN ACCOUNT NUMBER
f. LOAN HOLDER NAME		<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> g. LOAN HOLDER ADDRESS (Include ZIP Code) h. TELEPHONE NUMBER (Include Area Code) </div>	
i. LOAN IN DEFAULT (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		j. UNPAID PRINCIPAL BALANCE	
k. OUTSTANDING BALANCE		l. IS THIS A CONSOLIDATED LOAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
m. FEDERAL TAX IDENTIFICATION NO.		n. TYPE OF LOAN (See Instructions)	
o. LOAN INTEREST <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> (1) CAPITALIZED \$ </div>		(2) CURRENT YEAR \$	
p. NAME AND ADDRESS OF INSTITUTION WHERE PAYMENT IS TO BE SENT (Include ZIP Code)			q. LENDER ROUTING NUMBER
r. CERTIFYING OFFICER. As an official of the holding institution, I verify that this information is correct and current. Copy of the promissory note is enclosed.			
(1) NAME (Last, First, Middle Initial)		<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> (2) TITLE (3) SIGNATURE </div>	
(4) DATE SIGNED (YYYYMMDD)			

SLRP Payment Request Packet

Step-by-Step Guide

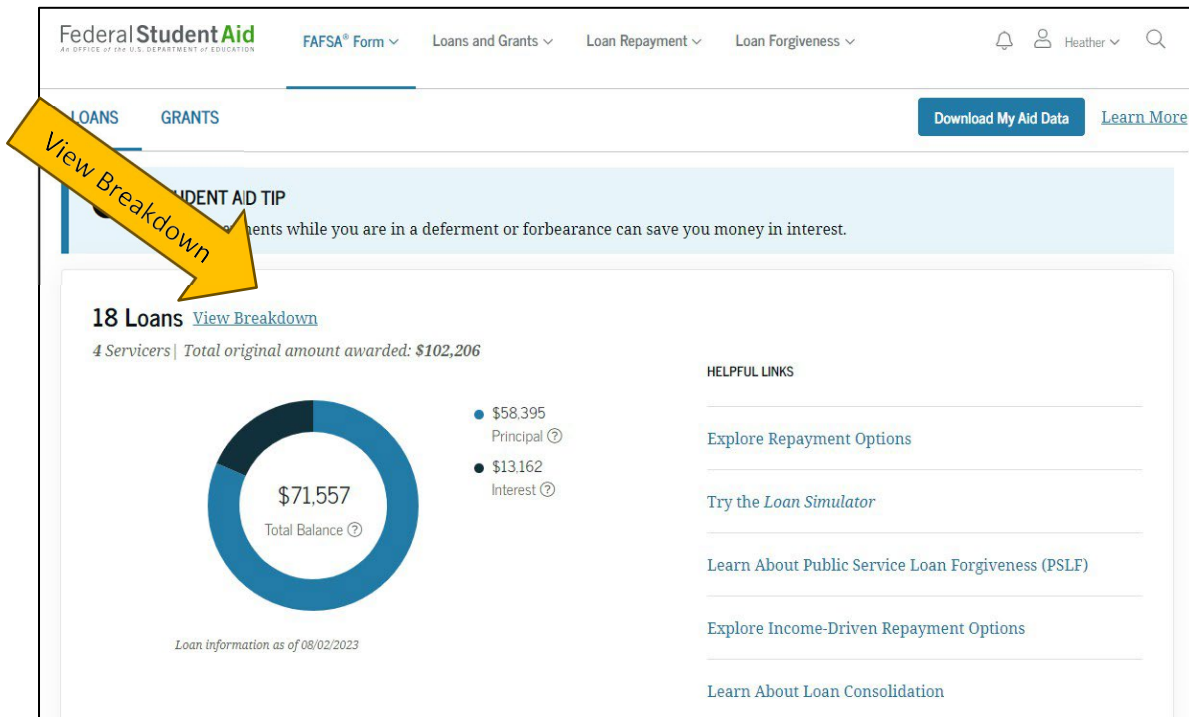
1. Log in to <https://studentaid.gov> on Firefox or Chrome.

The screenshot shows the login page of the Federal Student Aid website. At the top, there is a navigation bar with links for 'UNDERSTAND AID', 'APPLY FOR AID', 'COMPLETE AID PROCESS', 'MANAGE LOANS', and 'Log In | Create Account'. The 'Log In' button is highlighted with a yellow arrow labeled 'or Log In'. Below the navigation bar, the 'Log In' section contains a text input field for 'FSA ID Username, Email, or Mobile Phone' with a 'Forgot My Username' link below it. There is also a password input field with a 'Show Password' toggle and a 'Forgot My Password' link below it. A blue 'Log In' button is positioned below the password field. To the right of the login fields, a yellow arrow points to the 'Create Account' link in the top navigation bar, labeled 'Create Account'. At the bottom of the page, there is a footer with links for 'Help Center', 'Contact Us', and 'Feedback and Ombudsman', along with a 'Loan Simulator' button.

2. Select **View Details** on the Dashboard page.

The screenshot shows the dashboard of the Federal Student Aid website. The top navigation bar includes links for 'FAFSA® Form', 'Loans and Grants', 'Loan Repayment', and 'Loan Forgiveness'. The dashboard is titled 'Dashboard' and features two donut charts under the 'My Aid' section. The 'Loans' chart shows a total balance of \$71,557, with a breakdown of \$58,395 in Principal and \$13,162 in Interest. The 'Grants' chart shows a total disbursed amount of \$22,087, with a breakdown of \$22,087 in Pell Grant. A yellow arrow labeled 'View Details' points to a blue 'View Details' button next to the Grants chart. To the right of the charts, there is a section for 'Upcoming Payments' showing the servicer as Edfinancial and the due date as 9/30/23, with a 'Pay on Servicer Website' button. Below this, there is a section for 'My Loan Servicers' with a link to 'View More' and the website 'edfinancial.com/dl'.

3. Select **View Breakdown**.



4. Click **View Loans** for *each* loan servicer. Scroll all the way down to expand every loan.

Loan Breakdown			
LOANS SERVICED BY			
DEPT OF ED/NELNET	TOTAL BALANCE	NEXT PAYMENT ON	
REPAYMENT PLAN: Standard Repayment Plan	\$0	N/A	
	View Loans		
LOANS SERVICED BY			
University of Texas at Austin	TOTAL BALANCE	NEXT PAYMENT ON	
	\$0	N/A	
	View Loans		
LOANS SERVICED BY			
NAVIENT SOLUTIONS, LLC.	TOTAL BALANCE	NEXT PAYMENT ON	
	\$0	N/A	
	View Loans		
LOANS SERVICED BY			
DEPT OF ED/EDFINANCIAL	TOTAL BALANCE	NEXT PAYMENT ON	
REPAYMENT PLAN: Standard Repayment Plan	\$71,557	9/30/23	Pay on Servicer Website
	View Loans		

5. Once all loans are expanded, print this page in **portrait** (not landscape) to Adobe PDF. Within the printing options, select **print headers and footers** to ensure today's date is included on each page. This file is your *Loan Breakdown*.

Print 7 sheets of paper

Destination: Adobe PDF

Pages: All

Color mode: Color

Further settings

Paper size: Letter

Scale: ☒ Fit to page width ☐ Scale 100

Pages per sheet: 1

Margins: Default

Options: ☒ Print headers and footers ☐ Print backgrounds

Print using the system dialog...

Print Cancel

Footer with Today's Date

Check this box.

6. Select **View Loan Details** for the first loan listed.

LOANS SERVICED BY

DEPT OF ED/EDFINANCIAL

REPAYMENT PLAN: Standard Repayment Plan

TOTAL BALANCE: \$71,557

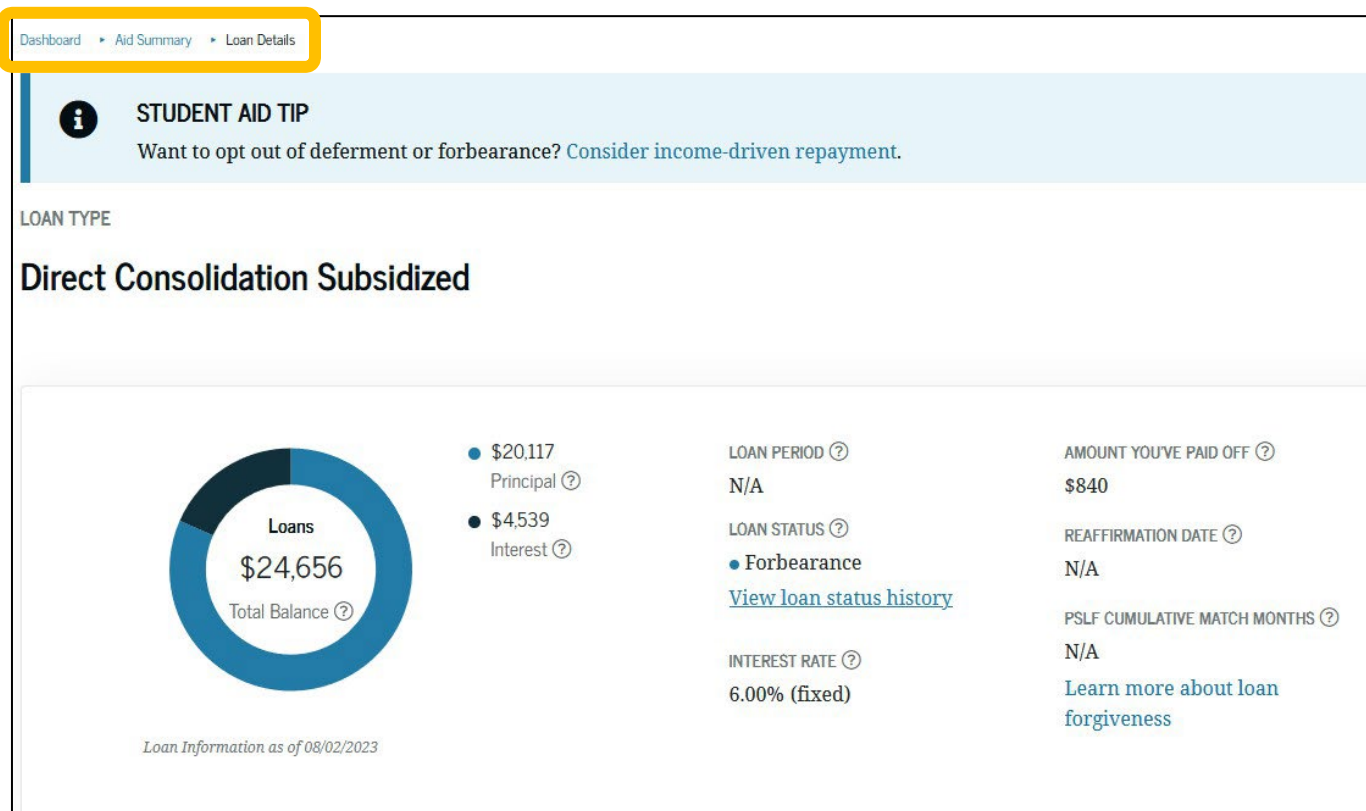
NEXT PAYMENT ON: 9/30/23

Pay on Servicer Website

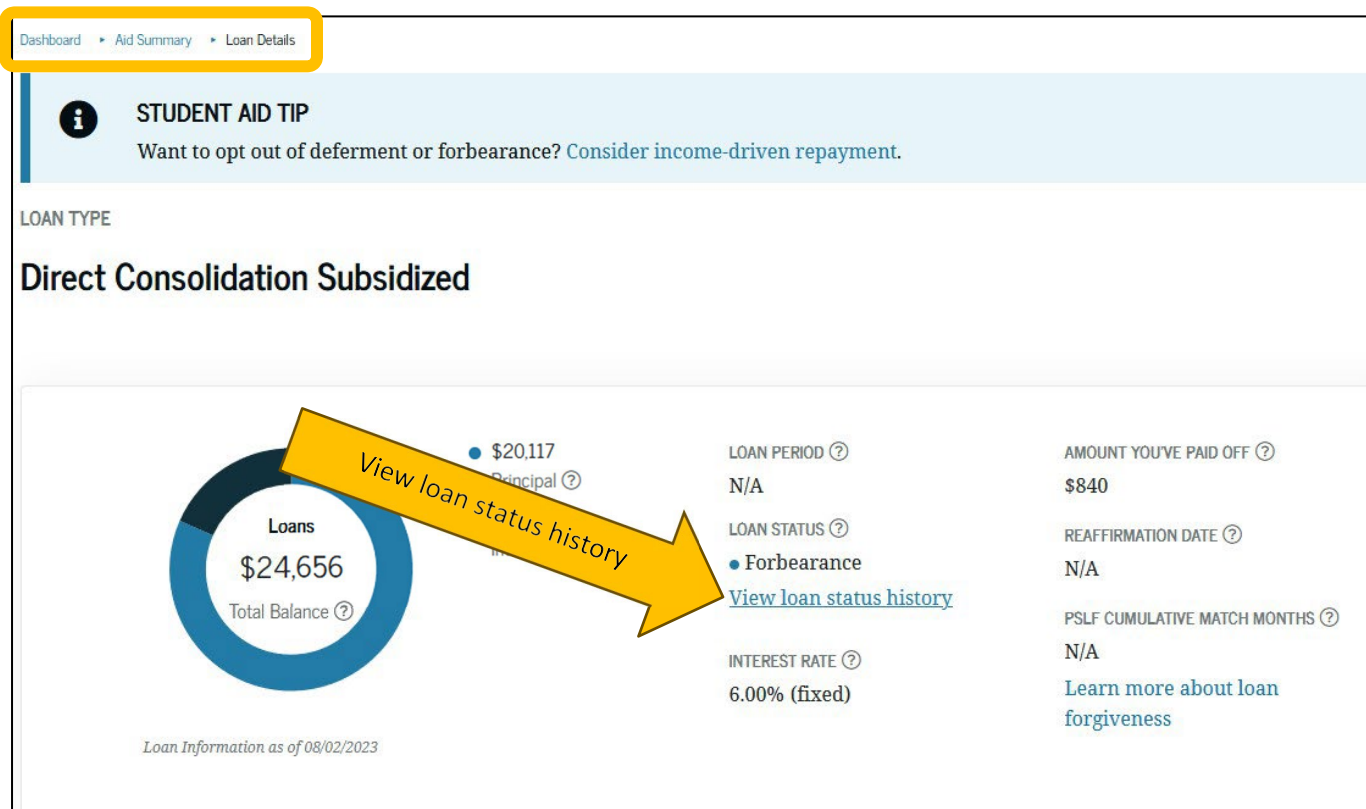
Sort By: Select

Consolidation Loan	LOAN DATE	LOAN STATUS	REPAYMENT PLAN	INTEREST RATE	TOTAL BALANCE
	8/20/14	Forbearance	Standard Repayment Plan	6.00%	\$46,901
VIEW LOAN DETAILS >					
	8/20/14	Forbearance	Standard Repayment Plan	6.00%	\$24,656
VIEW LOAN DETAILS >					



7. Print the **Loan Details** page to Adobe PDF in the same way you printed the *Loan Breakdown*.



8. Select the **View Loan Status History** hyperlink on the *Loan Details* page you just printed.



9. Print the **Loan Status History** to Adobe PDF in the same way you printed the *Loan Breakdown* and *Loan Details* pages.

Federal StudentAid <small>AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION</small>		FAFSA® Form ▾	Loans and Grants ▾	Loan Repayment ▾	Loan Forgiveness ▾		
DIRECT CONSOLIDATED SUBSIDIZED							
Loan Status History							
Loan Status ⓘ		Date Effective					
● Forbearance (FB)		07/11/2023					
● Forbearance (FB)		03/13/2020					
● In Repayment (RP)		12/18/2019 <small>tip</small>					
● Default (DU)		08/23/2018					
● Default (DF)		05/21/2018					
● In Repayment (RP)		07/21/2017					

10. Repeat steps 6 through 9, printing the *Loan Details* and *Loan Status History* for all loans. When compiling your SLRP Payment Request Packet, order the documents *into a single PDF* as such:

- SLRP Payment Request Packet Checklist
- DD 2475
- Loan Breakdown
 - Loan #1 Details
 - Loan #1 Status History
 - Loan #2 Details
 - Loan #2 Status History
 - Loan #3 Details
 - Loan #3 Status History
 - Etc., continuing until all loans are included, even those with a \$0 balance.