

# EDUCATIONAL CREDIT MANAGEMENT CORPORATION

# LOAN TRANSFER REQUEST

**PURPOSE:** To notify ECMC when a loan has been transferred to a new lender and/or servicer.

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## I. Lender Information

BUYER DATA			SELLER DATA		
Name of Lender	Lender I.D. Number of Buyer	Branch Number of Buyer	Name of Lender	Lender I.D. Number of Seller	Branch Number of Seller
Mailing Address			SERVICER TRANSFER		
			New Servicer Name		Old Servicer Name
Name and Title of Officer (Please Print)	Buyer Telephone Number		Servicer ID	Servicer ID	
Signature and Date	Servicer Agency Name	Servicer I.D. Number			

## II. SALE INFORMATION

Effective Date of Sale	Number of Loan Purchased (This Sale Only)
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## III. LOAN INFORMATION

BORROWER NAME (LAST, FIRST, MI)	SOCIAL SECURITY NUMBER	LOAN TYPE	FIRST DISBURSEMENT DATE		BORROWER NAME (LAST, FIRST, MI)	SOCIAL SECURITY NUMBER	LOAN TYPE	FIRST DISBURSEMENT DATE

Buyer must return completed forms within 45 days of sale to: **EDUCATIONAL CREDIT MANAGEMENT CORPORATION**  
**ATTENTION: GUARANTEE SERVICING**  
**1 IMATION PLACE, BUILDING 2**  
**OAKDALE, MN 55128**

# LOAN TRANSFER REQUEST

**PURPOSE:** To notify ECMC when a loan has been transferred to a new lender and/or servicer.

## ***BUYER INSTRUCTIONS:***

### **I. PROVIDE LENDER INFORMATION**

Write your lender name, lender I.D. number, branch number (if any), and mailing address and telephone number. Print your name and title, sign your name and write the current date in the space provided. **Your signature certifies that the information on this form(s) is true and correct.**

If an agency other than the buyer is servicing the newly purchased loans, write the agency name and the Department of Education assigned six digit servicer I.D. number.

Write the page number in the space provided (upper right corner of form). If multiple pages are completed, entries for the lender information sections are only required on the first page.

### **II. PROVIDE SALE INFORMATION**

Write the effective date of sale and the number of loans purchased in this sale in the space provided (top center of form). **Note: Separate forms must be completed for each sale date.**

### **III. PROVIDE LOAN INFORMATION**

Write the borrower name, social security number, loan type (CL = Federal Consolidation Loan, PL = Federal PLUS Loan, SF = Federal Stafford Loan, SL = Federal SLS, SU = Unsubsidized Stafford Loans) and the first disbursement date of each loan in the spaces provided. By using both columns you may enter up to 28 loans from a single sale.

## ***SELLER INSTRUCTIONS:***

### **PROVIDE LENDER INFORMATION**

Write your lender name, I.D. number and branch number (if any).

If any agency other than the seller was servicing the newly purchased loans, write the agency name and if known, the Department of Education assigned six digit servicer I.D. number.

If multiple pages are completed, entries for the lender information sections are only required on the first page.