



National Service Trust Account Statement

Name: Maggie A [redacted]
Social Security No: [redacted]

Date: 09/10/2008

Maggie A [redacted]
[redacted]
[redacted]

Awards:

<u>Date</u>	<u>Valid Until</u>	<u>Amount</u>	<u>Award Type</u>
08/19/2008	08/19/2015	\$1,000.00	Education
Total Awards		\$1,000.00	

STOP!
Go to our website at www.americorps.gov and learn how to make your payments and other actions online.
It's fast, efficient & convenient.

Education Award Balance: \$1,000.00

Thank you again for your national service.

+ Duplicate Payment # Cancelled Payment % Repayment of Cancelled Payment * Refund ^ Cancelled Refund

September 10, 2008

Dear Maggie A [REDACTED]

Congratulations on your service in AmeriCorps. This packet of information constitutes your Segal AmeriCorps Education Award. The information in these documents explains how you can use your education award. Please read these documents carefully.

Please check our website at www.americorps.gov. You may already be able to register and make your payments online. The automated electronic payments system which replaces the paper process is fast, efficient, and very convenient for you to use. It provides a full account summary and payment request tracking. It avoids lost and delayed payment requests, and rejection due to faulty, missing or illegible entries on the form. We strongly recommend its use to you.

If you are using paper forms, this Trust Account Statement reflects all of the awards you have earned, the payments made from your account, and any refunds to your account. The Guidelines & Uses document explains how and where your award can be used. The Voucher & Payment Request Form is the document you may use to have a payment made from your education award account. It also shows the balance in your account, as of the date at the top of this letter. You must complete new request *each time* you want a payment made. The *Interest Accrual Form* is for your use if you have interest accruing on a qualified loan. If you have more than one lender, send a copy to each lender.

Your education award can be used 1) to repay a qualified student loan, or 2) to pay the current cost of attending a qualified institution of higher education. See the *Guidelines & Uses* to see if your school or loan meets the definitions of "qualified" loans and schools contained in our legislation. "Current" means expenses incurred during or after your AmeriCorps term of service. By law, payments are made directly to the school or loan company, not to you. The award must be used within seven years of your completion of service, or you must request an extension, online or in writing. When you sign your voucher you certify that you have received a high school diploma or its equivalent, such as a GED. If this is not the case you should contact the Trust.

When you are ready to use all or part of your award and you are sure the educational institution or loan is "qualified", you must submit a payment request online or complete and sign Section A of the paper voucher. You then present the *Voucher* and *Guidelines & Uses* letter to the school or loan holder where you intend to use your award. You may photocopy the blank voucher if you wish to authorize multiple payments at the same time. Please keep a copy for your own records. The school or loan company will complete Section B and return the voucher to the Trust for payment. After payment is made we will send you a new voucher showing any remaining balance if you cannot access this information online. It is most important you notify the Trust of any change in your mailing address. Call us at 888 507 5962, or email us at edawardvoucher@cns.gov.

IF YOU PLAN TO USE YOUR AWARD TO ATTEND SCHOOL, it must be a Title IV school. Take the *Voucher* and *Guidelines* documents to the Financial Aid Office. This office establishes the "cost of attendance" for each student and will determine the amount for which you are eligible. IF YOU INTEND TO USE YOUR VOUCHER TO REPAY A QUALIFIED STUDENT LOAN, mail the *Voucher* and *Guidelines* documents to the address where you normally send your payment. You should be aware that loan companies usually apply payments first to outstanding interest, and then to principal. If you wish to have your payment applied otherwise, and it is not prohibited by law or the terms of the loan, you should contact your loan holder, not the Trust.

If you had a qualified student loan that was in forbearance while you were an AmeriCorps member, the Trust will pay all or a part of the interest that accrued during your service period. To have this interest paid you should submit a payment request online or complete your section of the paper *Interest Accrual Form* and send it to your loan holder. Your loan company will complete its section and return the form to the Trust. We will make payment upon receipt of a properly completed form.

The Internal Revenue Service has ruled that an education award is taxable income in the calendar year in which it is used. The Trust reports this for the year the payment was issued. In January you will be sent an IRS Form 1099 indicating the total amount of the payments from the previous year, if the payments total \$600 or more. We will also report that amount to the IRS. Payments for accrued interest are also taxable. The Corporation withholds no taxes.

If you have any questions about your award please call the Trust. The Trust has a toll-free number for questions that are general in nature. Call 1-888-507-5962 to report an address change, request a duplicate voucher, or if you have general questions about policies and procedures regarding the education award or forbearance. If you have specific questions about your own award, interest payments, or forbearance requests, use 202-606-7511. Or email us at edawardvoucher@cns.gov. You may now access your account information through the automated payment system online at www.americorps.org.

THE NATIONAL SERVICE TRUST
1201 New York Avenue NW, Washington, D.C. 20525 (202) 606-7511
www.americorps.org/members/edaward.html

Guidelines & Uses for the Segal AmeriCorps Education Award Information for Loan Holders, Title IV Educational Institutions, & School-to-Work Programs

The Voucher and Payment Request Form that accompanies these Guidelines verifies that the former AmeriCorps participant named on the form has earned an education award under the National & Community Service Trust Act of 1993. By law, the award can be used 1) to repay outstanding qualified student loans, or 2) to pay the current cost of attending a qualified institution of higher education.

To receive payment, the AmeriCorps member must submit a payment request online or complete and sign Section A of the paper voucher. This authorizes us to take funds from the member's account. The loan holder or educational institution must complete Section B. This certifies the payment is for a qualified loan or approved educational expenses at a qualified institution. Please make sure the address you give is the full address where the EFT payment or paper check should be sent. Incomplete vouchers will be returned. Mail the voucher to the Trust at the address on the voucher or fax to 202-606-3484. Within four weeks of the Trust receiving a properly completed voucher, the US Treasury will send a payment to the institution. The payment will contain the member's name and (partial) social security number, as well as a statement identifying the payment as an education award. We encourage payment via EFT accounts. Please contact the Trust for details. A new payment request is required for each payment; please do not reuse vouchers already submitted for payment. Duplicates of faxed vouchers should NOT also be forwarded by mail.

IF THE PAYMENT IS FOR A QUALIFIED STUDENT LOAN, we have informed the AmeriCorps member that loan payments generally are applied first to outstanding interest, then principal. If the member wishes the payment to be applied differently, he or she must contact you directly. The National & Community Service Act states that payments are to be applied in accordance with the member's decision; therefore, unless you are otherwise prohibited from doing so, you are required to apply this payment in accordance with the member's decision.

EXAMPLES OF QUALIFIED STUDENT LOANS ARE: Federal Stafford Loans, Federal Perkins Loans, Federal Direct Student Loans, Federal Consolidated Loans, Supplemental Loans for Students, and Public Health Service Loans. Recent legislation includes loans made directly to students by a state agency, including state agencies of higher education. See the voucher for the legal definition of qualified loans.

IF THE PAYMENT IS FOR EXPENSES TO ATTEND A QUALIFIED EDUCATIONAL INSTITUTION, the award can be used for more than tuition and books. It is intended for any items included in the "cost of attendance" (as defined by the Dept. of Education and outlined in the Federal Student Financial Aid Handbook) not already covered by other sources of financial assistance. As with other federal student assistance, you may pass on to the student certain allowances that are included in the "cost of attendance". It may also be used to pay educational expenses (tuition, books, and fees, for example) for courses offered by a qualified institution even if those courses are not a part of a degree or certificate program. "Current" means expenses incurred during and after the member's AmeriCorps term of service. Payments greater than \$1500- are generally made in two equal installments, one at the beginning and one at the midpoint of the enrollment period covered in the request. Please do not simply restate the member's award balance amount unless it is the actual "cost of attendance" amount for the requested period. And please consolidate small payment amounts, where possible.

QUALIFIED INSTITUTIONS ARE: institutions that have in effect a Title IV Program Participation Agreement with the US Dept. of Education - "Title IV" schools. When the institution operates in more than one location, each state must be referenced in the Program Participation Agreement. See the voucher for additional requirements for accepting

Due to changes in the Higher Education Act, the education award may be considered by financial aid offices in determining eligibility for certain types of federal student aid. If you have any questions as to the appropriate treatment of the educational award in determining the student's financial aid package, you should contact your regional US Dept. of Education office or your regional Institutional Accrediting Association.

If the student withdraws or otherwise fails to complete the period of enrollment for which this assistance is provided and is entitled to a refund, the amount of the refund shall be determined under the fair and equitable refund policies required by the US Dept. of Education under the Higher education Act. Such refunds shall be paid to the National Service Trust.

The Trust has a toll-free number, 1-888-507-5962, if you have a general question about policies or procedures regarding the educational award or forbearance. For specific questions about an award, interest payment, or forbearance request, call 202-606-7511. You may also email the Trust at edawardvoucher@cns.gov. Please visit our website at www.americorps.gov to learn how to process payments to your institution online. It is fast, efficient, and very convenient for you to use.

National Service Trust/Corporation for National & Community Service
1201 New York Avenue NW, Washington, DC 20525 (202) 606-7511

AMERICORPS - VOUCHER AND PAYMENT REQUEST FORM

for AmeriCorps Member: Maggie A [REDACTED]

SSN: [REDACTED]

Section A - TO BE COMPLETED BY AMERICORPS MEMBER ONLY - The AmeriCorps member must fill out the three items in Section A. A SEPARATE voucher must be completed for each payment authorized/requested. Then the voucher must be sent to the school or loan holder.

AWARD INFORMATION as of 09/10/2008
Award Balance: \$1,000.00 Valid Until: 08/19/2015
Current Balance in Account: \$1,000.00

(1) Enter the amount of the payment that you request and authorize to be taken from your account. Please initial any changes. \$ _____

(2) If this payment is for current education expenses, state the semester or term _____ (term)

I authorize the amount indicated above to be paid to the loan holder or educational institution named in Section B below.

I certify that I have not been convicted, since the completion of my AmeriCorps service, of the possession or sale of a controlled substance. I further certify that I received either a high school diploma or its equivalent (such as a GED). I understand that a knowing and willful false statement on this form can be punished by a or imprisonment or both under Section 1001 of Title 18, USC. I authorize the release of any loan or cost of attendance information to the National Service Trust.

(3) Signature of Member _____ (4) Today's date: _____
Month Day Year

If you are unable to make this certification, please write to the National Service Trust to find out what you must do to be eligible to use the award.

Section B - TO BE COMPLETED ONLY BY SCHOOL OR LOAN HOLDER - The school or loan holder must complete and sign Section B. Fill out the appropriate portion depending upon whether the voucher is to repay a qualified student loan or to pay for current educational expenses. Include the complete address where the payment should be mailed. Send completed voucher to the address below to receive payment. See the "Guidelines & Uses" that were sent to the student with this voucher. Do not reuse processed vouchers.

If this payment is for a **QUALIFIED STUDENT LOAN**, the loan-holder must complete this section.

1. Payoff Amount (add 30 days interest):

\$ _____

2. Name/Type of qualified student loan: _____
If a Federal Consolidated Loan, please state that name in full

A qualified student loan for the purposes of the education award is:
a) a loan made, insured, or guaranteed pursuant to Title IV of the Higher Education Act of 1965, other than a loan to a parent of a student pursuant to section 428B of such Act;
b) any loan made pursuant to Title VII of VIII of the Public Health Service Act; and
c) a loan determined by an institution of higher education to be necessary to cover a student's cost of attendance at such an institution and made directly to students by a state agency.

3. If state agency made loan, name of agency: _____

The organization listed below is the holder of the loan (which is defined as the original lender or another person or organization to which the loan was subsequently sold, transferred, or assigned and which has a legally enforceable right to receive payment from the borrower).

I certify that all of the information I have provided above is true and correct. I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, USC.

Full signature of authorized representative of the school or loan holder _____

Telephone Number (including area code) _____

Printed or typed name and of representative _____ Dept. _____ Date _____

Name of School or Loan Holder (Payee): _____

Address _____

City _____ State _____ Zip Code _____

Federal Taxpayer ID Number (9 digits): _____

MAIL VOUCHER TO: NATIONAL SERVICE TRUST/CNCS; 1201 NEW YORK AVENUE N.W., WASHINGTON, D.C. 20525

PRIVACY ACT NOTICE-In compliance with the Privacy Act of 1974, the following information is provided: The collection of this information is authorized by the provisions of the National and Community Service Act of 1990, as amended. This form is used by AmeriCorps members to request a payment from their education award accounts, by schools or lenders to verify eligibility for the payments, and by both parties to verify certain legal requirements. No information will be disclosed outside the Corporation without written permission. The Internal Revenue Service has determined that the education award is taxable income in the year it is used. Failure to disclose the Social Security Number or any other information may result in the payment being delayed or denied. PUBLIC REPORTING BURDEN - Estimated time to complete this form, including time for reviewing instructions and gathering & filling in information is 5 minutes. Send comments regarding this burden or the content of the form to the National Service Trust at the address listed above. Respondents are not required to fill out this form unless it displays a valid OMB control number on this page. (See 5 CFR 1320 5(b)(2)(b)).

FOR OFFICIAL USE ONLY

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE INTEREST ACCRUAL FORM

Upon successfully completing a term of service and earning an education award, the National Service Trust will pay, on behalf of the borrower, all or a portion of the interest accrued on a qualified student loan* during the member's term of national service. The loan must have been in forbearance, deferment or a grace period during this period. The loan holder must request that the loan holder provide the interest amount and send the form to the Trust for payment. Payment will be made only to the loan holder. This payment, if made from a member's education award, is considered taxable income in the year the payment is made.

INSTRUCTIONS

FOR THE AMERICORPS MEMBER: A computer generated form is included in your award packet. However, if you use a blank form, Fill out the *Member Section*, send the completed and signed form to each loan holder. Do not use the blank form before receiving your award. Your service period runs from the date that you began your service (including any training period) to the date you completed it. Contact your project director if you do not know these dates. Incorrect service dates may delay processing payments.
FOR THE LOAN HOLDER: Complete the *Loan Holder Section* and return the form to: National Service Trust/CNCS, 1201 New York Ave NW, Washington DC 20525

A. MEMBER SECTION (Must be completed in full and signed by the AmeriCorps member upon completion of service - please print)

Maggie [REDACTED]
[REDACTED]
[REDACTED]

Social Security Number: [REDACTED]
Phone: [REDACTED]

Period of National Service (dates): Beginning **06-09-2008** through **08-19-2008** payment cannot be made without

I certify that the information above is true and correct. I authorize the release of any loan information to the National Service Trust.

Borrower's signature: _____ Date: _____

Please forward this form to your loan holder

B. LOAN HOLDER'S SECTION - Complete areas below, indicating either total \$ amount OR daily amount of interest

Loan name or type (If a Federal Consolidation Loan, please state the full loan name or type):

Cite loan numbers, if interest is for more than one loan:

Payoff amount: \$ _____

If state agency made loan, name of agency:

Total amount of interest accrued on member's qualified loan(s) during service period:

\$ _____
DO NOT include interest which has been or will be paid by the US Dept of Education. **DO** include all other accrued interest for which the borrower is responsible.

***** OR *****

Daily interest accrual amount \$ _____
Indicate any period of time within the service period during which interest has been or will be by the US Dept of Education. Cite a period only if it is one during which the borrower is **NOT** responsible for interest, such as a grace period for a subsidized loan:

Loan Holder/Service information, where payment should be sent. Address must be complete and legible:

Name: _____ Phone: _____
Street: _____ Fax: _____
City, State, Zip: _____ Federal Taxpayer ID: _____
Customer Service eMail: _____

I certify that the amount designated is for eligible interest that accrued on the qualified student loan(s)* during the service period indicated, and that any loan cited was in forbearance, deferment, or a grace period during the service period.

Signature of Representative of Loan Holder/Service _____ Printed Name of Representative _____ Date _____

*A QUALIFIED STUDENT LOAN is 1) any loan made, insured, or guaranteed pursuant to Title IV of the Higher Education Act of 1965, as amended, other than a loan to a parent of a student pursuant to § 428B of such Act; 2) any loan made pursuant to Titles VII or VIII of the Public Health Service Act; and 3) any loan determined by an institution of higher education to be necessary to cover a student's cost of attendance at such an institution and made directly to a student by a state agency. Examples of these loans include Federal Family Education Loans (Subsidized & Unsubsidized Stafford Loans, Supplemental Loans to Students (SLS), Consolidation Loans), Federally Insured Student Loans (FISL), Federal Direct Loan Program Loans (FDLP), Perkins Loans, Health Education Assistance Loans (HEAL), Health Professions Student Loans (HPSL), Loans for Disadvantaged Students (LDS), Nursing Student Loans (NSL), Primary Care Loans (PCL), and loans made directly to members by a state's Higher Education Authority and a state institution of higher education. (The 'maker' of every loan should be cited on the loan's Promissory Note.)

Privacy Act Statement: In compliance with the privacy Act of 1974, the following information is provided: The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. The primary purpose of the information is to enable an AmeriCorps member to have a payment made for all or a portion of the interest that accrued while the member was serving in an AmeriCorps project. The form asks the member's loan holder to inform the Trust of the amount of interest that accrued in order for a payment to be made. Information is for official use only. Your Social Security Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109), for use as a taxpayer identification number; disclosure is MANDATORY because the Internal Revenue Service has determined that the education award is taxable income in the year it is paid. Furnishing all other information on this form is voluntary, but failure to do so may result in a denial of your interest being paid or it may delay the payment. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including reviewing instructions, gathering and providing the information needed to complete the form. Send comments regarding this burden or content of this instrument to: Corporation for National and Community Service, National Service Trust, 1201 New York Ave., NW, Washington, DC 20525. The Corporation informs the potential person(s) who are to respond to this