

STUDENT LOAN REPAYMENT PROGRAM OUTSTANDING LOAN INFORMATION

NAME

Social Security Number

The following information is required for each lender of loan(s) being considered under the Coast Guard Student Loan Repayment Program.

1. Loan information, documented by an official documentation/letter from the lending institution:
 - a. Name of the Federally funded loan received (e.g., Federal Stafford Loan, Federal Plus Loan, Federally Insured Student Loan, etc.);
 - b. Date loan was obtained;
 - c. Remaining balance of loan; and
 - d. Loan account number
2. Name, address, telephone number and electronic funds transfer (EFT) number for the lending institution holding the loan (e.g., bank, educational institution).
3. Name, address, and telephone number of servicing agent of the loan to whom payments are sent (if different from #2).
4. Name, title, and telephone number of authorized official for the lending institution.
5. Federal Tax Identification Number or EIN (required for sending payments).

This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597).

Authority for Collection of Information

5 U.S.C 5379

Purpose and Uses

The main purpose for collecting the information requested on this form is to establish the terms under which an individual receives a student loan repayment benefit under the DHS Student Loan Repayment Program. The information collected will be used as a basis for payroll actions. Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service for tax withholding purposes, the Department of Treasury for payroll action, and to the Department of Labor for worker compensation claims. This information may also be disclosed to the Department of Justice for other lawful purposes, including law enforcement, and in the event of litigation. In addition, these records, or information derived from these records, may also be used within DHS for study purposes, such as projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.

Information Regarding Disclosure of Your Social Security Account Number

Disclosure of the SSN is mandatory since it is the identifier used by the Internal Revenue Service and for the withholding of taxes from your salary. The use of the SSN is necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can be distinguished only by the SSN. It is used primarily to identify an employee's personal leave, and pay records and to relate one to the other. In this regard, it is also used by DHS to locate records in order to respond to lawful requests for information by former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.

Effect of Non-disclosure

Your submission of this agreement is voluntary; however, if the agreement is submitted, omission of significant information requested would preclude continued processing of the agreement for you to receive a student loan repayment benefit because payroll would be unable to process the necessary actions.