

## INSTRUCTIONS FOR COMPLETING DD FORM 2475

### DoD Educational Loan Repayment Program (LRP) Annual Application

**General.** Eligible Title IV loans for repayment are recorded through the National Student Loan Data System (NSLDS); <http://www.nsls.ed.gov/>. Soldiers must use this system to submit a copy of their **NSLDS Complete Loan History** (SHOWING ALL LOANS) and **NSLDS Detailed Loan Information** (FOR EACH LOAN); please refer to Student Loan Repayment Program (SLRP) loan location tutorial for login instruction. The NSLDS Complete Loan History must be a screenshot which indicates all of the Soldier's loans and total outstanding principle and interest; cut and paste is NOT AUTHORIZED. The NSLDS Detailed Loan Information must be screenshot(s) for each loan corresponding to the complete loan history; cut and paste is NOT AUTHORIZED.

- Example: Soldier has seven loans, he/she will submit unit one screenshot of the NSLDS Complete Loan History and seven screenshots of the corresponding loans NSLDS Detailed Loan Information.

**CONSOLIDATED LOANS** require the **NSLDS Complete Loan History** and **NSLDS Detailed Loan Information** (FOR EVERY CONSOLIDATION); this indicates which loans were paid off with which consolidation.

The original lender often sells student loans to secondary market buyers such as Sallie Mae; information on the current status of the loan is necessary for proper preparation of the DD Form 2475. NSLDS and current payment coupons or monthly statements can often provide needed name, address, type, and other important information when filling out Section 3 of the DD Form 2475. Payment coupons and monthly statements do not meet the requirement to provide NSLDS verification of eligible loan(s). NSLDS data is updated from lenders, as such Master Promissory Notes and Disbursement Statements from lenders are not required as supporting documentation. \*\*\*Note that Student Loan Repayment Program (SLRP) and Enlisted Loan Repayment Program (ELRP) are synonymous.

**When to Prepare.** Within 90 days of the Chaplain, Health Professional or Enlisted Loan Repayment Programs anniversary date, Soldier completes and submits a DD Form 2475 **FOR EACH LOAN** that will be at least a full year old as of the upcoming LRP anniversary date. The SLRP/ELRP anniversary date is the yearly anniversary of the effective date of the DD Form 4 or DA Form 4836 to which the SLRP/ELRP agreement is attached. The Chaplain and Health Professional anniversary date is the yearly anniversary of the effective date the Soldier contracted for that benefit.

\*\*\*Anniversary payments **ARE NOT AUTOMATIC**. The Soldier *through unit of assignment* IS REQUIRED to initiate and PROPERLY complete the DD Form 2475 EVERY YEAR.

\*\*\*Soldiers with past anniversary payments not processed, need only submit the NSLDS supporting documentation and DD Form 2475 (as prescribed) for their current anniversary payment date. Any unpaid incentive will be processed with the current anniversary payment. The DD Form 2475 must have the current date on it.

**How To Prepare.** The form should be printed or typewritten as follows:

**Soldier's Responsibility**

Top Line Items

- Control Number – leave blank
- Loan Type – place an “X” in the “Selected Reserve LRP” box (including Chaplain)
- Loan Type – place an “X” in the “Health Professionals LRP” (**Health Professionals ONLY**)

Part 2. Servicemember Data

- a) Name of Soldier
- b) Address of Soldier
- c) Social Security Number of Soldier
- d) Telephone number of Soldier
- e) Email address of Soldier
- f) Leave blank
- g) Soldier signs this block
- h) Date of Soldier's signature

Part 3. Loan Data

- a) Name of borrower (Soldier)
- b) Original date of loan (“Loan Period Begin Date” on NSLDS Detailed Loan Information screenshot)
- c) Original amount loan was disbursed for (“Disbursed Amount” for corresponding “Type of Loan” on NSLDS Complete Loan History)

**\*\*\*EACH LOAN REQUIRES ADDITIONAL DD Form 2475\*\*\***

- d) Separate DD 2475 will be prepared for each loan (if Soldier has more than one loan), the entry in this box should show “1 of 3”, “2 of 3”, or “3 of 3”, etc.
- e) Account number of particular loan
- f) Name of the lender currently holding the loan (indicated by NSLDS, current payment coupons, or monthly statements)
- g) Street address or P.O. Box number, city, state, and zip code of the lender (indicated by NSLDS, current payment coupons, or monthly statements)

- h) Area code and telephone number of the lender (indicated by NSLDS, current payment coupons, or monthly statements)

### **Unit's Responsibility**

After unit has received completed DD 2475(s) from Soldier as prescribed above, unit will complete the following sections BEFORE submitting document to lender;

#### Part 1. Personnel Office Verification

- a) Name of Soldier's unit of assignment, street address, city, state, zip code and phone number with area code
- b) Verification statement
  - (1) Name of unit commander or administrative NCO
  - (2) Signature of unit commander or administrative NCO
  - (3) Date the unit commander or administrative NCO completes the form

**Intermediate Actions.** At this stage, the following actions will be taken by unit:

- Leave Part 4 blank as the loan lender will complete and return to point of contact listed in Part 1, block (a) (Soldier's unit of assignment).
- Unit of assignment will mail DD 2475(s) to the loan company address provided by Soldier.
- Upon receipt of the fully completed DD 2475(s) back from loan company, administrative NCO will place DD 2475(s), along with all supporting documentation on Accession Task Force Loan Repayment Program (LRP) Transmittal Support Document and submit to the State Incentives Office as indicated in LRP Electronic Transmittal (TL) Process instruction document.

#### **Final Processing.**

- The Loan Repayment will be processed by the State Incentives Office LRP to USPF Commercial Accounts and checks will be issued from DFAS-IN directly to the lender. NOTE: The normal processing time from the point you transmit the DD Form(s) 2475 to the Incentives Office is 30 to 45 days until the checks reach the lenders. Advise the Soldier of this time delay.
- Be advised that LRP anniversary payments are **TAXABLE INCOME**. As such, Soldiers should look for a specific Loan Repayment W2 in MyPay at the end of the year reflecting amount paid on their eligible loans.