

## Your Deferment Form Checklist

Please use this checklist to ensure your deferment forms submission to the National Student Clearinghouse includes all the information required for timely processing.

### What Each Deferment Form Should Include

**IMPORTANT: If a student has more than one loan holder, a separate form is required for each lender.**

- Student's full name
- Student's Social Security number
- Date of birth
- Name of student's loan holder or servicer address on the second page of the deferment form
- Student's signature

### What You Should Send to the Clearinghouse

1. Cover sheet
  - Your school's full name
  - Your school code and branch
  - Academic term in question (e.g., Fall 2014, Spring 2015)
2. Deferment form(s)

### How You Should Send Deferment Forms to the Clearinghouse

- FAX your cover sheet and deferment form(s) to Education Finance Industry at **703-733-4180**,
- EMAIL your cover sheet and deferment form(s) to [memberops@studentclearinghouse.org](mailto:memberops@studentclearinghouse.org), or
- MAIL your cover sheet and deferment form(s) to the Clearinghouse at:

National Student Clearinghouse  
2300 Dulles Station Blvd, Suite 220,  
Herndon, VA 20171