



National Student Clearinghouse[®]

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 2019, Spring 2020)
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 **703-733-4196**,
- EMAIL your cover sheet and deferment form(s) to memberops@studentclearinghouse.org, or
- MAIL your cover sheet and deferment form(s) to the Clearinghouse at:

National Student Clearinghouse
Attention: School Operations
2300 Dulles Station Blvd, Suite 220
Herndon, VA 20171