



## REHABILITATION CHECKLIST

Thank you for contacting the U.S. Department of the Treasury about your student loan(s). The following checklist will assist you in completing the rehabilitation process. Please make sure you complete all steps in order to rehabilitate your loan(s). If you have any additional questions, please contact Treasury at 1-855-837-2984, Monday through Friday, 8:00am – 5:00pm Central Standard Time.

There are two important addresses to remember:

<b>Mail Documents to:</b> U.S. Department of Education P.O. Box 5609 Greenville, TX 75403-5609	<b>Mail Payments to:</b> U.S. Department of Education National Payment Center P.O. Box 105028 Atlanta, GA 30348-5028
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	Items to be Completed	Done
1	Begin making monthly payments based on the estimated payment amount of \$ <b>insert amount</b> . Please include your name and account number on your check or money order and send it to the payments address listed above.	
2	<p>Complete and return the Financial Disclosure For Reasonable and Affordable Rehabilitation Payments to the documents address above, with the required income and expense documentation, by (<b>insert date</b>).</p> <p>This form should be completed even if you have no income, are being supported by someone else, or are unemployed. Please indicate the other source of income on line #7, Section 2 and provide a description.</p> <p>Income documentation includes:</p> <ul style="list-style-type: none"> <li>• A copy of your Federal income tax return or a Federal tax transcript. Tax returns or transcripts should be for either one of the last two years. Tax transcripts can be requested on <a href="https://www.irs.gov/Individuals/Get-Transcript">https://www.irs.gov/Individuals/Get-Transcript</a> or by calling the Internal Revenue Service at 1-800-908-9946, OR</li> <li>• If you do not have your tax returns or a tax transcript, provide your two most recent paystubs (no older than 90 days), OR</li> <li>• If you are self-employed, please provide your most recent 1040 tax return or your 1040-ES worksheet.</li> </ul>	
3	Sign and return the Rehabilitation Agreement Letter to the documents address above within 15 days of receipt. This letter will be sent to you once your income information has been verified.	
4	Make 9 payments on time. Your payment dates are ( <b>list date of each payment</b> ). Payments must be received at the payments address within 20 days of the payment due date.	

Once you successfully complete the steps above, you will have completed your rehabilitation. After completion, you must continue making monthly payments until your loan is transferred to a servicer. Please contact your new servicer to setup an affordable repayment plan.