



Louisiana Office of Student Financial Assistance
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Lender's Manifest for Subsidized, Unsubsidized and PLUS Loans

Section A: Lender Information

Loan Officer Signature	Typed or Printed Name and Title
Lender Number	Lender Name
Address	
City	State Zip Telephone

Section B: Code Loan Update-Information Required (See back of this page for explanation)

01 Name/Address Change	If address, Full Street, City, State, Zip Required	06 Paid in Full	Date Paid in Full, By Borrower or By Consolidation
02 Return to School Status	Date Student Re-Enrolled	07 Lender Change	Name, Code of New lender and Date Loan Sold
03 Grace	Last Date of Attendance at Least Half-time	08 School Change	Name and Code of New School
04 Repayment	Date First Payment Due	09 Anticipated Graduation	Change in Prior Anticipated Graduation Date
05 Deferment	Beginning and Ending Dates, In Dates Column, Enter Deferment Type for In School Deferments, Enter Name and Code of School		

Section C: Student Information

Status Change Code	Student Name	Social Security Number	Loan #	Dates (See Key)		Principal Balance (05 Only)	Comments (For Defement, See Key for 04)
				From	To		

Key Code 01: Enter new name and/or address of student in comments column.

Key Code 02: An In-School Change occurs when a student re-enters school before his grace expires. Enter the school code and name of school in “Comments” column.

Key Code 03: Enter (G, W, or L) and date student’s enrollment status became one of the following: (G) Graduated; (W) Withdrew; or (L) Less than half-time.

Key Code 04: The principal balance going into repayment and the scheduled date of FIRST payment must be entered. If deferment is ending, date should reflect deferment end date plus one day.

Key Code 05: A deferment does not begin until the grace period ends. Deferments should be reported at the time the deferment begins. Please enter the deferment beginning date and ending date in the “Dates” column.

Key Code 06: In order to post “Paid-in-Full” on a loan, a date must be reported. Enter under comments “PAID-IN-FULL BY THE BORROWER’ if the Borrower has repaid the loan in its entirety or “PAID-IN-FULL BY CONSOLIDATION” if the holder has received the full outstanding balance from the consolidation lender. Do not report the loan as paid-in-full if it has been purchased by another lender.

Key Code 07: Report loans purchased from or sold to other lenders. If sold, indicate lender number of purchaser, and date loan.

Key Code 08: Use this code to report a student’s change in school. Enter name and code of new school.

Key Code 09: Use this code to report a change in the student’s anticipated graduation date. This should always be a date in the future.