



P.O. Box 110505  
 Juneau, AK 99811-0505  
 (907) 465-2962 or (800) 441-2962  
 Fax (907) 465-5316  
 ACPE@alaska.gov

# Loan Verification Certificate

### (1) Customer Information

Name: \_\_\_\_\_  
 SSN: \_\_\_\_\_

### (2) Loan Servicer Information

Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_

### (3) Payment Mailing Address

Street: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

(4) Loan Number	(5) Customer Type	(6) Loan Type	(7) Principal Balance	(8) Interest Rate	(9) Loan Status	(10) Payoff Amount	(11) Payoff Date
<b>(12) Total Anticipated Payoff Amount:</b>						<input type="text"/>	

**(13) Additional Comments:** \_\_\_\_\_

## INSTRUCTIONS

**Complete a Loan Verification Certificate for each lender and confirm that the information provided is accurate. If you are unsure about your loan information, contact your lender/servicer. If you are unable to obtain this information, or need assistance, please contact ACPE. This form should be completed as soon as possible, but no later than 90 days from the date you signed your loan application.**

- 1:** Enter your name as shown on your loan documentation.
- 2:** Enter the name of the company servicing your loan(s) and your account number at that servicer.
- 3:** Enter the address where the payoff check should be mailed.
- 4:** Enter the unique identifier for each loan. If you have multiple loans with this lender/servicer, you must list them separately.
- 5:** Identify your Customer Type. (Primary Borrower, Cosigner/Endorser, Student, etc.)
- 6:** Identify the loan type. (Fed. Consolidation, Unsub. Stafford, Sub. Stafford, Private, etc.)
- 7:** Enter the current principal balance for each loan.
- 8:** Enter the interest rate for each loan.
- 9:** Identify the status for each loan. (Deferment, Grace, In School, Current in Repayment, Past Due.)  
*Note: loans must be in grace, or current in repayment to be eligible for refinancing.*
- 10:** Enter the anticipated payoff amount. Do not subtract any future payments.
- 11:** Enter the payoff date, which coincides with the payment amount.
- 12:** Enter the total anticipated payoff amount for all loans.
- 13:** Enter any appropriate comments.
- 14:** Complete the Customer Request and Authorization for Release of Information located on page 2.

**Complete this form and return to ACPE by email or fax.**



## **Customer Request and Authorization for Limited Release of Information<sup>1</sup>**

I have requested refinancing of my education loan(s). I understand this information will be used to verify my eligibility and the payoff amount of the outstanding education loan(s) I have selected for refinancing.

I, \_\_\_\_\_ (Releasor), authorize my loan servicer \_\_\_\_\_  
to release to, and discuss with THE ALASKA COMMISSION ON POSTSECONDARY EDUCATION (Recipient)  
information specific to my education loan account information.

I understand my signature authorizes my loan servicer to communicate with ACPE until written  
revocation is given by me. I further understand that a completed and signed copy of this document is as  
good as the original.

\_\_\_\_\_  
(Printed Name - Releasor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature - Releasor)

\_\_\_\_\_  
(Contact Phone - Releasor)

<sup>1</sup> This authorization is limited to the release of general account information. The recipient may be provided information such as eligibility, account status, and payment history on loans, but cannot take action on the account, such as requesting a repayment option or changing the primary account holder's contact information. [ACPE's Privacy Policy](https://acpe.alaska.gov/privacy) is available at <https://acpe.alaska.gov/privacy>.