



Appendix 5

NSLDS

Lender Manifest

Data Sheet And Instructions

NSLDS LENDER MANIFEST DATA SHEET

Please complete the questions below, as instructed. Your lending institution's data sheet must be returned to ISAC at the address below.

1. Name of Lender _____
Street Address _____
City/State/Zip Code _____
Name of NSLDS Technical Contact _____
Telephone Number of Technical Contact _____
Ed six-digit Code _____

2. Is your student loan portfolio being serviced? Yes No

If yes, is the servicing center holding all your open FFELP loans? Yes No

3. Please provide the name and address of each servicing center.

[1] _____ [2] _____

[3] _____ [4] _____

Please indicate below your institution's media choice for reporting NSLDS Lender Manifest data to ISAC.

Cartridge Diskette Paper

PLEASE RETURN SURVEY TO:

ISAC
Attn: Manager, Data Quality Control - D1B
1755 Lake Cook Road
Deerfield, IL 60015-5209

DIRECTIONS FOR COMPLETING THE NSLDS LENDER MANIFEST DATA SHEET

Essential information is necessary in order for lenders to begin the NSLDS Lender Manifest process with ISAC. Lenders are required to complete the NSLDS LENDER MANIFEST DATA SHEET and mail to ISAC, ATTN: Manager, Data Quality Control - D1B, 1755 Lake Cook Road, Deerfield, IL 60015-5209. The Data Sheet provides ISAC required reporting information on each lender.

In addition, the Data Sheet must be used to report any changes since the initial submission.

The following information is to assist you with filling out the **NSLDS LENDER MANIFEST DATA SHEET**:

1. Enter the lending institution's name, name of NSLDS technical contact, street address, city, state, zip code, telephone number of technical contact, and ED 6-digit number.
2. Is your Student Loan portfolio being serviced? (YES or NO)

YES - The loans are serviced and reported by agency(s) other than the lender who holds the loans.

NO - The loans are serviced and reported by the lender who holds the loans.
3. Provide the format/media type to be used to communicate Lender Manifest data to ISAC. The type selected will also be used by ISAC to deliver to you the Error Records report, except for lenders choosing diskettes. Diskette users will receive paper Error Record reports. For additional information on selecting a media type for reporting Lender Manifest data, refer to page 14 of the *Lender Manifest Reporting Guide*.

The lender must specify the media in which the report will be provided (cartridge or paper).