



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE CHIEF FINANCIAL OFFICER

September 17, 2010

Dear Recipient:

Enclosed is the Direct Deposit Sign-up Form for International Schools. To facilitate the processing of the Direct Deposit Request, please include a completed form and a cover letter written on the requesting payee's stationary letterhead, requesting that we process the information as presented. If you use a Servicer or Payee to draw funds on your behalf, you must inform the Department on your letterhead that a Servicer or Payee will be requesting your funds. The completed Direct Deposit Sign-up Form for International Schools should include the following information:

- Financial Institution OR Correspondent Bank name and address.
- Financial Institution OR Correspondent Bank's ABA Number/SWIFT Code, and Account Number.
- Educational Institution's contact person's name, telephone number and address.
- Banking Institution's authorized representative's name, phone number, email address and signature in Section II of the form.

The cover letter (on official letterhead) should contain the following information:

- DUNS Number.
- E-mail address for the person to receive automated notification.
- Original signature and phone number of the person requesting the bank information change.

Mail both the cover letter and Direct Deposit Sign-up form for International Schools to:

U.S. Department of Education
Federal Student Aid
School Eligibility Channel
Foreign Schools Team – Direct Loan Transition
Union Center Plaza
830 First Street, NE
Washington, DC 20002-5340
USA

If you have any questions regarding these instructions, please contact Sylvester Osineme at (202) 245-8081.

Sincerely,

Gary H. Wood
Director
Financial Management Operations

550 12th Street, SW, Washington, D.C. 20202

Direct Deposit Sign-up Form for International Schools

US Department of Education
 Office of the Chief Financial Officer
 Director, Financial Management Operations
 550 12th Street, SW Room 6087
 Washington, DC 20202

Ref.: Banking information for {insert name of educational institution, address, and the educational institution's DUNS No.}.

Dear Sir,

Please transfer all Federal Direct Student Loan funds for the above-referenced educational institution to the following financial institution(s) and depositor account(s). I understand that providing information regarding a Correspondent Bank is optional for my educational institution.

SECTION I

Financial Institution	Correspondent Bank (if applicable):
Name:	Name:
Street:	Street:
City:	City:
Locality and Country:	Locality and Country:
State:	State:
Postal Zone:	Postal Zone:
ABA Number/SWIFT Code:	ABA Number/SWIFT Code:
Account Number:	Account Number:
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Email Address:	Email Address:

I certify that I am authorized by the above-named educational institution to identify the financial institution or institutions in which U.S. Federal Direct Student Loan funds are to be deposited for disbursement by that educational institution to student accounts, that the information provided above is complete and accurate, and that the educational institution is aware of the need to timely advise the U.S. Department of Education of any changes in the educational institution's banking information.

Sincerely,

Educational Institution's Bursar, CEO, CFO

SECTION II

<i>Section to be completed by Banking Institution.</i>	
Authorized Representative's Name:	
Authorized Representative's Contact Number:	
Authorized Representative's Email Address:	
I certify that the banking information provided above is valid and accurate for the referenced institution(s). Signature:	Date:

Guidelines for Completing the Direct Deposit Sign-up Form for International Schools

Please insert the name of your educational institution, address, and the education institution's or the educational institution's Servicer or Payee DUNS number in the Reference Section of the form. **Please ensure the DUNS number provided is the correct DUNS for payment purposes.**

Section I - To be completed by Payee

Please note that either the Financial Institution Section or Correspondent Bank Section should be completed. Only one or the other should be completed.

Name	Enter the name of the Financial Institution or Correspondent Bank.
Street	Enter the street address of the Financial Institution or Correspondent Bank.
City	Enter the city of the Financial Institution or Correspondent Bank.
Locality and Country	Enter the locality and/or Country code(s) for the Financial Institution or Correspondent Bank.
State:	Enter the state if applicable for the Financial Institution or Correspondent Bank.
Postal Zone	Enter the Postal Zone for the Financial Institution or Correspondent Bank.
ABA Number/SWIFT Code	Enter the ABA Number or SWIFT Code for the Financial Institution or Correspondent Bank.
Account Number	Enter the payee's account number at the Financial Institution or Correspondent Bank in which funds are to be deposited. Please do NOT include the bank SORT code within the account number.
Contact Name	Enter name of contact person for the Educational Institution.
Telephone Number	Enter the telephone number for the contact person named above in the Contact Name box.
Email Address	Enter the email address for the contact person named above in the Contact Name box.

Under Section I, the Educational Institution's Bursar, CEO, or CFO must sign the form certifying that he or she is authorized to identify the financial institution(s) in which U.S. Federal Direct Student Loan funds are to be deposited for disbursement by the educational institution to student accounts and that the above information is complete and accurate.

SECTION II – To be completed by Financial Institution or Correspondent Bank (if applicable).

Your financial institution will enter the name, contact number, and email address of an authorized individual that can certify that the banking information provided by the payee in Section I is valid. This certification must be signed and dated by a representative from the banking institution.