



ATTENTION: STUDENT LOAN REPAYMENT PROGRAM RECEIPTS

Have you requested your anniversary payment on your student loan this year?

You MUST initiate payment or no payments will be made on your behalf.

STOP NOW AND TAKE ACTION!!!

- 1) Verify that your loan holder(s) have not changed and that you have current address(s).
- 2) Print a copy of your NSDLS at https://www.nslds.ed.gov/nslds_SA/ and give to your Readiness NCO or GIMS representative to upload in GIMS
- 3) See your Readiness NCO or GIMS representative for your DD Form 2475
- 4) Complete the 2475 and submit to your lender for completion
- 5) Follow up every 30 days to ensure that the lender has returned the documents to the unit representative , it has been processed in GIMS and sent forward for state and NGB level reviews and ultimately payment

**REMEMBER: IF YOU DO NOT REQUEST PAYMENT, YOUR LOANS
WILL NOT BE PAID.** You must repeat this process EVERY YEAR 90 days prior to your anniversary payment date.

