



REHABILITATION CHECKLIST

Thank you for contacting the U.S. Department of the Treasury about your student loan(s). The following checklist will assist you in completing the rehabilitation process. Please make sure you complete all steps in order to rehabilitate your loan(s). If you have any additional questions, please contact Treasury at 1-855-837-2984, Monday through Friday, 8:00am – 5:00pm Central Standard Time.

There are two important addresses to remember:

Mail Documents to: U.S. Department of Education P.O. Box 5609 Greenville, TX 75403-5609	Mail Payments to: U.S. Department of Education National Payment Center P.O. Box 105028 Atlanta, GA 30348-5028
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	Items to be Completed	Done
1	Begin making monthly payments based on the estimated payment amount of \$ insert amount . Please include your name and account number on your check or money order and send it to the payments address listed above.	
2	Provide a copy of your Federal income tax return from either one of the last two years to the documents address above by (insert date). If you do not have copies of your return, a Federal tax transcript can be provided and obtained at https://www.irs.gov/Individuals/Get-Transcript or by calling the Internal Revenue Service at 1-800-908-9946.	
3	Sign and return the Rehabilitation Agreement Letter to the documents address above within 15 days of receipt. This letter will be sent to you once your income information has been verified.	
4	Make 9 payments on time. Your payment dates are (list date of each payment). Payments must be received at the payments address within 20 days of the payment due date.	

Once you successfully complete the steps above, you will have completed your rehabilitation. After completion, you must continue making monthly payments until your loan is transferred to a servicer. Please contact your new servicer to setup an affordable repayment plan.