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 kheslc.com

Special Payment Allocation Worksheet

If you wish to designate how your payment is applied, please complete this form and mail it and your check to the address listed above. Be sure to include your account number on the check. **Subsidized and unsubsidized portions of a consolidation loan made on the same date will be adjusted to have the same due date.**

Payments may be applied automatically in advance of processing your special instructions. Within three business days of our receipt of this form, your payment will be reapplied according to this request, effective the original date the payment posted. Payments are applied in the following order, with the exception of Income-Based Repayment (IBR): 1) outstanding fees, 2) outstanding accrued interest, 3) principal. **If a payment is received during a zero pay IBR plan, your due date will not advance.**

Payment cannot be applied to principal unless all fees and accrued interest are paid. Payment reallocations must be requested within 60 days of the payment posting date.

Social Security Number or Account Number: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Phone Type: Home Cell Work Other

E-mail: _____

Group	Payment Allocation		Group	Payment Allocation		Group	Payment Allocation
A			J			S	
B			K			T	
C			L			U	
D			M			V	
E			N			W	
F			O			X	
G			P			Y	
H			Q			Z	
I			R				

Total Amount Paid: _____

Payments in excess of the total monthly amount due will automatically be applied toward future loan payments. If you do not wish to have your due date advanced with the excess payment amount, check the box below. If you are set up on Electronic Funds Transfer (EFT) and are making an extra payment, call customer service at (800) 693-8220 first to see when your payment will pull.

I DO NOT WISH TO ADVANCE MY DUE DATE.

 (Signature)

 (Date)