# HOW TO

# Complete a Payment Transmittal

Payment transmittal forms are used to submit payments sent directly to you by borrowers. They can be itemized by borrower or by loan and can be used for regular or tax offset payment submission.

## Itemized By Borrower

This transmittal is used when applying a payment to all of a borrower's loans within a consolidation. A consolidation is a group of up to five loans that are billed together on the same statement. System III$^{SM}$ will allocate the appropriate dollar amount to each of the borrower's loans within that consolidation automatically. A sample of a payment transmittal itemized by borrower is on the next page.
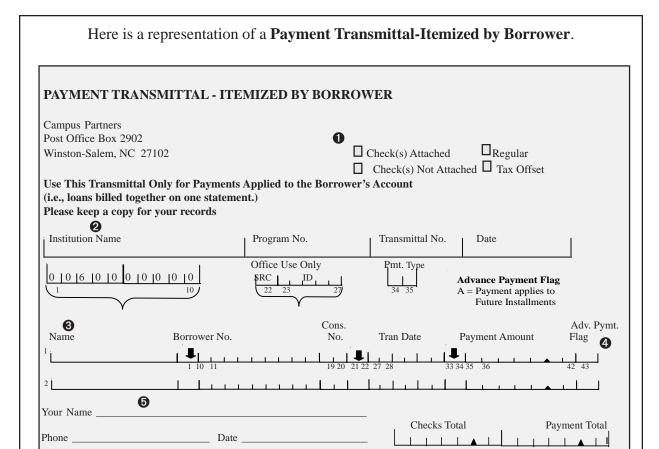
## Itemized By Loan

Use this transmittal when submitting payments at the loan level. This allows you to determine the dollar amount that should be applied to each loan. This is accomplished by using the program, loan, and sequence number.

**Payment transmittal forms are available on our website at www.campuspartners.com.**

**Special Note:** If you are listing the payment on the transmittal, verify that the numerical and written amounts on the check are in agreement. Banking policies require that we honor the written amount instead of the numeric amount. If we identify a discrepancy in the two amounts, we post the written amount and notify you of the necessary adjustment.

If you have access to System III$^{SM}$ via Datalink, you can post these payments directly on-line.

Completing these transmittals correctly helps to reduce posting errors. If you have further questions, please contact your customer service representative.

Here is a representation of a **Payment Transmittal-Itemized by Borrower**.

**PAYMENT TRANSMITTAL - ITEMIZED BY BORROWER**

Campus Partners
Post Office Box 2902                                    ❶
Winston-Salem, NC  27102           ☐ Check(s) Attached      ☐ Regular
                                   ☐ Check(s) Not Attached  ☐ Tax Offset

**Use This Transmittal Only for Payments Applied to the Borrower's Account**
**(i.e., loans billed together on one statement.)**
**Please keep a copy for your records**

❷

| Institution Name | Program No. | Transmittal No. | Date |

| | Office Use Only | Pmt. Type | |
| 0 0 6 0 0 0 0 0 0 0 | SRC      ID | 34  35 | **Advance Payment Flag** |
| 1                10 | 22  23        27 | | A = Payment applies to Future Installments |

❸

| Name | Borrower No. | Cons. No. | Tran Date | Payment Amount | Adv. Pymt. Flag ❹ |
|---|---|---|---|---|---|
| 1 | 1 10 11 | 19 20 21 22 27 28 | | 33 34 35 36 | 42 43 |
| 2 | | | | | |

❺

Your Name _____

Phone _____    Date _____        Checks Total          Payment Total

1. When completing payment transmittals, please clearly indicate if
   - Checks are attached **(Cash)**
   - Checks are not attached **(Non-Cash)**
   - Regular payments are included
   - Tax Offset payments are included **(please highlight)**
2. Enter your Institution Name, Program Number, Transmittal Number, and the Date here.
3. Enter each borrower name, borrower number, and consolidation number.  If the transaction date is the same for each payment, enter it just once.  If they are different, enter the date for each payment along with the payment amount.
4. If you have an advance payment, please enter an "A" in column 43 (after payment amount).
5. The final step is to include your name and phone number at the bottom of the transmittal and total the items.

The **Payment Transmittal-Itemized by Loan** is filled out in the same manner.

## *Questions?*
## *Call your Customer Service Representative.*