



Sallie Mae Information Release Form

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The Information Release Form lets Sallie Mae communicate with a third party on behalf of the borrower or cosigner.

What you need to know:

- We need your written or verbal authorization to release information to anyone not listed on your loan(s).
- You can provide written authorization by completing and submitting the form below or you can provide verbal authorization by calling the phone number listed below.
- You can remove your authorization at any time by calling the phone number listed below.
- You are under no obligation to submit this form.
- A third party may be authorized to receive information, but the borrower and any applicable cosigner remain responsible for repaying the loan.
- The third party authorized to receive information must be able to provide us with:
 - The name of borrower or cosigner
 - The borrower or cosigner's Customer Identification Number, 16-digit Loan Number, or Social Security Number.
- The third party will also need to verify two of the following for the borrower or cosigner:
 - Date of birth
 - Telephone number
 - Home address
 - Email address
- If you pass away, an authorized third party will still have access to information about your loan(s).

For more information about our customer information sharing principles and practices, please refer to the most recent annual privacy notice we sent you or access it at SallieMae.com.

How to release information to a third party:

1. Print this document.
2. Complete and sign the form on page 2.
3. Keep a copy for your records.
4. Return the completed form to us one of the following ways:
 - **Upload** the document by logging in to your SallieMae.com account.
 1. On the tool bar at the top of the page, select **Loans**, then **Tools & Resources**.
 2. Click on the **Forms** option.
 3. Click the **Secure Document Upload** link.
 4. Select the **Information Release** form, then **Choose File** to attach your document.
 5. Once the document has been attached, select **Upload File**.
 6. At the bottom of the page, click **Submit Documents**.
 - **Mail** to Sallie Mae, P.O. Box 3319, Wilmington, DE 19804-4319.
 - **Fax** to 855-756-0011.

For more information and to chat, log in to our app or SallieMae.com. You can also reach us at 800-472-5543, Monday – Thursday 8 a.m. to 9 p.m., Friday 8 a.m. to 8 p.m., and Saturday 9 a.m. to 6 p.m. ET.



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To provide written authorization to release account information to a third party, please complete this form and return it to us using one of the following options:

- **Upload** it by logging in to your account at SallieMae.com and following the steps on page 1.
- **Fax** it to us at 855-756-0011.
- **Mail** it to Sallie Mae, P.O. Box 3319, Wilmington, DE 19804-4319.

I authorize Sallie Mae Bank, its affiliates and subsidiaries, and their successors and assigns (collectively “Sallie Mae”) to release information about my current loans serviced by Sallie Mae, orally and/or in writing to (please print or type):

Third Party Name

Relationship to Customer

Third Party Address

City

State

Zip

Provide the 16-digit Loan Number for each loan to which you wish to grant information access to the third party above:

Customer's Name

Customer's Signature

Date

Please Note: This authorization applies only to the loan(s) listed above. You must execute separate authorizations for any other loans you have with us or obtain in the future.