



Authorization to release information allows Sallie Mae to communicate with a third party on the borrower or cosigner's behalf.

### **Here's what you need to know:**

- We need your written or verbal authorization in order to release information to any person 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.
- After providing authorization, you can revoke it any time by calling the phone number listed below.
- You are under no obligation to submit this form.
- You may authorize us to release information to others, however, the obligation to repay the loan remains the responsibility of the borrower and any applicable cosigner.
- The person you're authorizing to receive your information must be able to provide us with the borrower or cosigner's name, and Customer Identification Number, 16-digit Loan Number, or the borrower or cosigner's Social Security number. In addition, they will need to provide two of the following items to verify their knowledge of your loan information:
  - The borrower or cosigner's date of birth.
  - The borrower or cosigner's telephone number.
  - The borrower or cosigner's home address.
  - The borrower or cosigner's email address.
- For more information about our principles and practices regarding the sharing of customer information, please refer to the most recent annual privacy notice that we provided to you. The privacy notice is also available on SallieMae.com

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### **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 using one of the following options:
  - **Online:** Upload the document by logging in to your account at SallieMae.com, and following these steps:
    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 under step 3.
    4. Select the "Information Release form," then "Choose File" to attach your document.
    5. Once the document has been attached, select "Upload File" under the same section.
    6. At the bottom of the page, click "Submit Documents."
  - **Mail:** Sallie Mae, P.O. Box 3319, Wilmington, DE 19804-4319
  - **Fax:** 855-756-0011

Thank you for letting us help to make your dream of education a reality. If you have any questions, visit us online at SallieMae.com or call us at 800-4-Sallie (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.



Please complete the following information, and return this form to us via fax: 855-756-0011, mail: Sallie Mae, P.O. Box 3319, Wilmington, DE 19804-4319, or online: upload the document by logging in to your account at SallieMae.com, and following the steps provided on page 1.

**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 (please print)

\_\_\_\_\_  
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 exclusively to the loan(s) identified above. You must execute separate authorizations for any other loans you have with us or obtain in the future.