

National Student Loans Service Centre

P.O. Box 4030
Mississauga, Ontario L5A 4M4

Tel: 1 888 815-4514
Fax: 1 866 658-8801

Change Your Payment Due Date

First Name: _____ Last Name: _____

Social Insurance No.: _____

Home Telephone: _____ Alternate Telephone: _____

I, _____, hereby authorize the **National Student Loans Service Centre** to change the day of the month my student loans are due to the following:

(name of Borrower – please print clearly)

Use the example provided to complete the chart correctly.

Loan	Loan Number	Day of the month requested	Effective the month of

Notes:

1. Use a numbered day of the month only (i.e. “not 3rd Friday”)
2. Indicate “end of month” for 30th, 31st payment due date.
3. Subsequent payments will be withdrawn on the same day of each month until your loan is paid in full.

Important:

- Changing your withdrawal date may cause two payments to be withdrawn from your account in a short time frame. For example, if your payments are currently due at the end of the month, and you request to change to the 5th day of the month, a payment will be withdrawn on the 30th and then 5 days later, on the 5th day of the effective month you note above.
- If the effective month is the current month and the day you request is in the past, (i.e. it is now the 15th of the month and you are requesting to change to the 5th) a payment will be withdrawn immediately when your form is received for the payment for the current month.

Borrower Signature: _____

Date: _____

Please sign, date, and fax or mail this form as soon as possible to the above address.