

The University of Tennessee at Martin  
Office of Business Affairs  
116 Administration Building  
Martin, TN 38238

Phone (731) 881-7817  
Fax (731) 881-7813

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Dear Parent:

In order to fully complete the processing of your PLUS loan for loan period \_\_\_\_\_, we need additional documentation from you. Federal regulations require that we obtain written authorization allowing us to transfer loan proceeds received by electronic funds transfer (EFT) to the student's account. Please read and sign the statement below and return it to our office as soon as possible. **Be sure to include the student's name and SSN in the appropriate place.**

**PARENT AUTHORIZATION:**

Your signature below authorizes UT Martin to transfer PLUS loan proceeds received by electronic funds to the student's account. Your signature also authorizes UT Martin to apply loan funds to allowable charges other than fees, tuition and dorm room such as meal plans, rent, telephone charges, fines, late charges, debit card charges, etc. This authorization will remain valid for the entire period the student is enrolled at UTM and you may be canceled or modified authorization, in writing, at any time. This authorization will remain on file in the Office of Business Affairs.

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**Student Name**

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**Student Social Security Number**

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**Parent's Signature**

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**Date**

If the PLUS loan proceeds are in excess of the balance due on the student's account, a refund check will be written to the student, unless you indicate differently below.

\_\_\_\_\_ Please send all excess funds from the PLUS loan to me at the following address:

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**FAILURE TO SIGN AND RETURN THIS FORM WILL SIGNIFICANTLY DELAY  
PROCESSING YOUR LOAN PROCEEDS.**

Please call our office if you have any questions regarding the PLUS loan process.

Sincerely,  
Office of Business Affairs