

Michigan State Loan Repayment Program

NAME & ADDRESS CHANGE INSTRUCTIONS

for

STATE LOAN REPAYMENT PROVIDERS (VENDORS) RECEIVING PAYMENTS through the DEPARTMENT OF MANAGEMENT AND BUDGET (DMB)

All Vendors with contracts with the State of Michigan must now contact the DMB **directly** to change name or address information. After you have notified Ken Miller (Michigan State Loan Repayment Program Specialist) at MillerK3@michigan.gov, with your name/address change, you must contact the DMB.

Be sure to contact DMB **promptly** after your contact information changes. Failure to do so will likely result in a significant delay in your next semiannual payment.

You must contact the DMB **directly** to provide them with your:

1. **Social Security Number**
2. **Name and Address of original contract.**
3. **New Name and/or New Address (and brief explanation; i.e., marriage, moved, etc)**
4. **Contact Number where you can be reached (daytime number).**

You may contact the DMB in one of the following ways to provide the information listed above:

1. **FAX the DMB at 517/373-6458. Be sure to sign your fax to DMB, many clerks require it, or**
2. **CALL the DMB at 517/373-4111 or 888/734-9749, or**
3. **EMAIL the DMB at dmb-vendor@state.mi.us.**

Please Note:

You may want to **call** the DMB before you Email or Fax this change. Clerks vary in the method they prefer vendors to use for changing their contact information. As a result, it's best to identify a clerk by name and the work with that individual throughout the name/address change process. After faxing or emailing the change as directed, call the same clerk back in 10 days to make sure the change has been made and that your new contact information is now in the **MAIN** vendor system.

If you are not given courteous and expeditious service, please email me at MillerK3@michigan.gov.

Keep this Information with Your Michigan State Loan Repayment Contract