Returns in G5 (US Department of Education) for Financial Aid

Prerequisite: All users requiring access to G5 must register with the US Department of Education to obtain individual ID's and passwords. A notarized form must be completed by the user and approved for submission.

1. Log into G5 with credentials.
   www.g5.gov/g5/home
2. From the menu, click on 'Payments'.
3. Under 'Payment Requests', click on 'Refunds Creation'.
4. The 'Create Refunds' screen appears. Click on 'Continue' to display all awards.
5. Select the applicable radio button for the DUNS number of the award. Click 'Continue'.
6. Enter the dollar value of the requested return under the appropriate award. Click 'Continue'.
7. A summary will display with the requested return. Verify the return amount, award number, recipient reference and bank account is accurate.
8. Print the summary page.
9. Click on 'Submit Request', if appropriate.
10. A confirmation page will display with the return information.
11. Print the confirmation page. Click 'Done'.
12. Make a copy with the summary and confirmation pages, along with supporting documents and provide the copy to Bookkeeping. Save an electronic version of the same documents to the AR share folder.
13. For R2T4 returns to Student Title IV Federal, provide a copy of the direct pay request and student details, with the warrant to ABS Cashier for deposit.