1. Turn PSLF form into Human Resource Services, Lommasson 252 in a sealed envelope, Attn: Ann Guiditta

2. Do not email--it is not secure. Your very personal and confidential identifying information is on this form.

3. Turn in form at least two weeks before you plan on sending it to Fed Loan Servicing. HRS receives many forms for employment verification and it takes time to process and certify.

4. Turn in pages 1 and 2 only. Fill out page 1 entirely and only the top of page 2 (Name and SSN). Ann will certify your employment and fill out Sections 3 & 4 on page 2.

5. Do not fill in your employment begin date. Your official payroll/work history record in the Banner payroll system is what is used.

6. Once the PSLF form is certified, Ann will send an email confirmation that the form is certified and ready for pick-up in Lommasson 252. Photo ID will be required. Keep a copy for your records. HRS keeps an electronic copy in a secured location.

7. If the form needs to be mailed after certification, please provide a self-addressed stamped envelope.

8. HRS does not mail or fax the PSLF form directly to Fed Loan Servicing. That is the employee’s responsibility.

9. Finally: Note on the page 1 of the form, “I understand that: 2. To qualify for PSLF, I must be employed full-time by a qualifying employer when I apply for and receive PSLF”.

ACQUIRING CERTIFICATION FOR THE PUBLIC SERVICE LOAN FORGIVENESS FORM AT UM