

Sample PSLF Form

Below is an example of a PSLF Form and some tips + tricks detailing how to fill it out successfully!

The PSLF Form is a simple, two-page document—employers only need to complete Sections 3 + 4. Employees can generate the form using the U.S. Department of Education’s online [PSLF Help Tool](#). Your employees will need your IRS Employer Identification Number (EIN). You can help them by including your EIN in the communications that you send them about PSLF.

Sections 3 + 4 of the form is located on Page 2 and is clearly labeled as the “employment section” and contains a signature box for employers. You can designate anyone to sign the form, as long as they have access to the employee’s employment records. The PSLF Form will be nearly identical for all of your employees, with only their personal information and period of employment differing.

For this reason, you can also pre-populate Section 3 of the PSLF Form with your organization’s name, EIN, and organization type to expedite the process of completing the form for individual employees.

→ To individualize the form, you would then only have to complete the rest of Section 3 by adding an individual employee’s name and period of employment, and then signing Section 4. The employee can then complete the rest of their personal information, found on Page 1. You can find a link to the form [here](#). Employees can also submit the form to you with their information and request that you complete Sections 3 and 4.

-Form on next page-

Borrower Name _____

Borrower SSN _____

SECTION 3: EMPLOYER INFORMATION (TO BE COMPLETED BY THE BORROWER OR EMPLOYER)

1. Employer Name:

2. Federal Employer Identification Number (FEIN)

3. Employer Address:

4. Employer Website (if any):

5. Employment Begin Date:

6. Employment End Date:

OR

Still Employed

7. Employment Status: Full-Time Part-Time

8. Hours Per Week (Average) _____

Include vacation, leave time, or any leave taken under the Family Medical Leave Act of 1993.

9. Is your employer a **governmental** organization?

A governmental organization is a Federal, State, local, or Tribal government organization, agency, or entity, a public child or family service agency, a Tribal college or university, or the Peace Corps or AmeriCorps. Federal service includes military service.

Yes - Skip to Section 4.

No - Continue to Item 10.

10. Is your employer tax-exempt under Section **501(c)(3)** of the Internal Revenue Code (IRC)?

If your employer is tax-exempt under another subsection of 501(c) of the IRC, such as 501(c)(4) or 501(c)(6), check "No" to this question.

Yes - Skip to Section 4.

No - Continue to Item 11.

11. Is your employer a **not-for-profit** organization that is **not** tax-exempt under Section 501(c)(3) of the Internal Revenue Code?

Yes - Continue to Item 12.

No - Your employer does not qualify.

12. Is your employer a partisan political organization or a labor union?

Yes - Your employer does not qualify.

No - Continue to Item 13.

13. Which of the following services does your employer provide? Check all that apply and then continue to Section 4. If you check "None of the above", do not submit this form.

Emergency management

Military service (See Section 6)

Public safety

Law enforcement

Public interest legal services (See Section 6)

Early childhood education (See Section 6)

Public service for individuals with disabilities

Public service for the elderly

Public health (See Section 6)

Public education

Public library services

School library services

Other school-based services

None of the above - the employer does not qualify.

SECTION 4: EMPLOYER CERTIFICATION (TO BE COMPLETED BY THE EMPLOYER)

By signing, I **certify** (1) that the information in Section 3 is true, complete, and correct to the best of my knowledge and belief, (2) that I am an authorized official (see Section 6) of the organization named in Section 3, and (3) that the borrower named in Section 1 is or was an employee of the organization named in Section 3.

Note: If any of the information is crossed out or altered in Section 3, you must initial those changes.

Official's Name _____ Official's Phone _____

Official's Title _____ Official's Email _____

Authorized Official's Signature _____

Date _____

-See instructions below-

- **Top of the Page**
 - Make sure the employee's name and SSN are filled in.
- **Section 3**
 - Everything in this section will be the same for all employees, **except** items 5-8, which are specific to each employee. When filling out Section 3:
 - In item 2, confirm that the Employer Identification Number (EIN) is correct.
 - In items 5 & 6, express employment start and end date (if applicable) as Month/Date/Year.
 - In item 7, check off **either** Full-Time or Part-Time, not both. NB: if an employee works at least 30 hours a week, you should consider them to be Full-Time for PSLF, even if they are not otherwise considered a Full-Time employee.
 - In item 8, be sure to list the average hours, even if you indicated in item 7 that the employee is Full-Time. If this is left blank, the form will be rejected.
 - In item 9, if you are a government employer, you can check that box and then skip to Section 4, leaving items 10-13 in Section 3 blank.
 - If you are a non-profit organization, answer items 10-13 until the form indicates that you can continue to Section 4.
- **Section 4**
 - Fill in all information requested in this section (Name, Title, Phone, Email, Signature). Keep in mind the following:
 - You must sign the form with either a "wet ink" signature, a digitally drawn signature, or a scanned and pasted hand written signature. This is true even if the form will ultimately be faxed or emailed. The signature cannot be typed, even with a cursive font. If the signature is not written in one of these ways it will be rejected.
 - You can designate any employee to be an Authorized Official as long as they have access to employment records to verify the employee's period of employment.
- **General Tips**
 - Write out any words or letters clearly. If anything on the form is illegible, it might be rejected.
 - Avoid making edits to the form. If there is a mistake and you need to correct it, it is better to use a new form. If there are revisions that make the form difficult to read, it might be rejected.

PSLF Form Tips + Tricks

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Beyond signing the PSLF Form, here are some simple tips you can share with employees to help them complete their paperwork:

- Provide employees with your IRS Employment Identification Number. They will need this to generate the form using the PSLF Help Tool.
- Designate a clear point of contact in Human Resources to process PSLF forms, and ensure the forms are being completed accurately and promptly.
- Automate the form completion process. Employees should submit this form every year or when they leave your employment. Consider having HR staff complete and provide employees with the form on a regular basis.
- Post information about the opportunity to apply for PSLF on your employee communications platform and/or include it in your employee benefits handbook, so that new hires and existing employees can more easily find this information.

Filling out the PSLF Form should be easy, but if issues do come up, remember you are not alone!

There are several government agencies and non-profit organizations who can answer questions that you may have—and don't forget about our [PSLF Free Resources](#) list!

The important thing is to remember that you are in an excellent position to publicize the availability of loan relief to your employees. Please do not let uncertainty about the process stand in the way.

See our full PSLF Employer Toolkit for more guidance on helping employees access PSLF:
<https://forgivemystudentdebt.org/take-action/employer-toolkit>

If you have questions, ask for help!

To contact the U.S. Department of Education directly, you can email fsaengagement@ed.gov.

To contact us, click [here](#).