

I. Human Resources Policies & Procedures

Policy Title: **I - H.4 Public Service Loan Forgiveness Program (PSLF) Procedure**
Effective Date: **10/2021**

I - H.4 Public Service Loan Forgiveness Program (PSLF) Procedure

Employees may be eligible for student loan forgiveness under the Public Service Loan Forgiveness Program (PSLF). The agency's HR/Payroll Representative should assist with the completion of loan forgiveness forms. Employees should ensure that they are well informed of guidelines regarding [Public Service Loan Forgiveness Program \(PSLF\)](#).

Instructions for Completing Loan Forgiveness Forms

- The current/former employee should [download the Public Service Loan Forgiveness Program \(PSLF\)](#)
- Borrower (**Employee**) should complete **Sections 1-3** of the PSLF Employment Certification Form:
 - DD Resources is **tax-exempt under Section 501(c) (3)** of the Internal Revenue Code: (answer Yes to question 10)
 - **DD Resources' tax id number** is: **43-1232363**
 - **Section 3 questions 5-13** will be completed by DD Resources
- The borrower/ employee should forward the partially completed form to Human Resources for further processing. Forms may be submitted via email at HR@stldd.org or fax at 314.241.4350.
- Once received, Human Resources will complete remaining questions in **Section 3** and **Section 4** of the PSLF Employment Certification Form, certifying:
 - the information in Section 3 is true, complete, and correct to the best of his/her knowledge and belief (employment dates/status/hours should be verified via online payroll system)
 - he/she is an authorized official of the organization named in Section 3, and
 - the borrower named in Section 1 is or was an employee of the organization
- Completed PSLF Employment Certification Forms will be returned to the employee via email or preferred method. Human Resources will maintain a copy for personnel/fiscal records, according to standard record retention guidelines. Forms will be processed within 2-3 business days.

Related Employee Handbook Section: **2-4; Your Employment Records**