



## PUBLIC SERVICE LOAN FORGIVENESS (PSLF) Verification Request

Revised: 7/2024

### REQUESTOR INFORMATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

UW System EMPLID (if known): \_\_\_\_\_ (System EMPLID is an 8-digit # starting with 0.)

### INSTRUCTIONS

- Print the PSLF form provided by Dept of Education at StudentAid.gov.
- This cover sheet is only applicable for printed PSLF certification requests.
- Complete Page 1-2 (UW-Shared Services will verify or complete information on Page 3). Official employer name, FEIN, and address are located at: [uwservice.wisconsin.edu/loan-forgiveness](http://uwservice.wisconsin.edu/loan-forgiveness)
- Sign and date Page 2.
- Select only **ONE** of the following:

- ☐ I would like UWSS to fax my PSLF form to US Dept of Education (540-212-2415) and send me a copy to the mailing address on my application. UWSS will no longer send PSLF employment verifications to your loan service provider. All employment verifications are to be sent to Federal Student Aid.

Date UWSS faxed application to US Dept of Education: \_\_\_\_\_

- ☐ I will send PSLF to US Dept of Education (Federal Student Aid) directly. Please return original to me at mailing address on application. PSLF forms won't be sent via email unless SSN is removed.

- Fax, mail, or drop-off PSLF application (only pages 1-3) with this cover sheet to 608-890-2327 or 608-890-2371 or UW Shared Services, 660 West Washington Ave, Suite 201, Madison, WI 53703. OR visit [uwservice.wisconsin.edu/loan-forgiveness](http://uwservice.wisconsin.edu/loan-forgiveness) for instructions on how to submit electronically (no cover sheet required for electronic submissions). Website contains helpful information for using the PSLF Help Tool.

Any questions regarding your qualifying payments should be directed to your loan servicer. Employment verifications are completed by UWSS within 5 days of receipt.

### NOTES