

REQUESTOR INFORMATION

Name: _____

Phone: _____

Email: _____

UW Employee ID (if known): _____

CHECKLIST

Print the Public Service Loan Forgiveness form provided by the Dept of Education.

Complete only Sections 1 & 2 on page 1 (UW-Shared Services will complete all the information on Page 2 in Sections 3 & 4). Confirm that you've signed and dated Page 1.

Let us know how to proceed. Select one.

- I would like UW-Shared Services to fax my PSLF form to the Department of Education FedLoan Servicing and send me a copy (provide personal mailing address or fax number to send your copy to). We CANNOT send PSLF forms via email.

Date UW-Shared Services sent to the Department of Education: _____

- I would like to send my PSFL form to the Department of Education directly. Please send me original (provide personal mailing address or fax number).
- I would like UW-Shared Services to fax my PSFL form to the Department of Education and I don't need a copy.

Send us your request.

Fax pages 1&2 of the PSLF along with this cover sheet to 608-890-2327 or mail it to UW-Shared Services Verifications, 660 West Washington Ave, Suite 201, Madison, WI 53703.

**** ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. ****

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