PSLF Recertification Reminder

Hello <name>,

This notice is a reminder to submit a new Public Service Loan Forgiveness (PSLF) form to certify your employment. It’s important to submit a form annually to ensure you earn PSLF credit for the last 12 months.

We last certified your employment on <date>.

## How to submit your certification form

Use the PSLF Help Tool on the Federal Student Aid website at studentaid.gov/pslf to get started.

* You should submit a PSLF certification request each year to ensure you receive PSLF credit.
* If you have worked for multiple qualifying employers in the past year, you must submit a form to each employer.

You will need this information about **[insert state agency name]**:

* Employer Identification Number (EIN): **[insert state agency EIN]**
* PSLF contact email: **[insert PSLF contact email address]**

Find EIN numbers and email addresses for other state agency and public higher education employers on the PSLF State Agency Directory on the Office of Financial Management website. Go to ofm.wa.gov/state-human-resources/public-service-loan-forgiveness-pslf-program/pslf-contact-directory-state-agencies-and-public-highter-education-institutions.

## For more information

Log into your StudentAid.gov account to track the status of your form and access other self-service tools, including your PSLF Progress Tracker.

Find more information about PSLF on the Washington Student Loan Advocate website at wsac.wa.gov/pslf.

## Questions

If you have questions about:

* How we process PSLF requests, please reply to this email.
* Your student loan or the PSLF program, please send them to Washington’s State Student Complaint Portal at studentcomplaints.wa.gov/he/en-us/requests/new. You can submit both questions and complaints through this portal.

We feel privileged to help you to achieve student loan forgiveness through the PSLF program.

IMPORTANT: The information in this letter is only for your education. Please do not rely on it for legal advice or for financial planning or advice. The best and most up to date information about the topics in this letter is available through your student loan servicer and on the FSA website at studentaid.gov/manage-loans/forgiveness-cancellation/public-service.