



Organization Code: 8130CF

## Message to New Hires

We utilize Verifent to request Experience Verification requests to streamline the process and for data security purposes. To request an Experience Verification from your Former Employers, please follow the steps below:

### Step 1: Visit Verifent

- A. Visit [www.Verifent.com](http://www.Verifent.com). Click 'Initiate Experience Verification.'

### Step 2: Hiring Entity

- A. Click 'Choose a Hiring Entity'
- B. Enter the Hiring Entity
  - a. If your Hiring Entity does not drop down as you type, choose 'Hiring Entity Not Found', and select the State that your Hiring Entity is located. Go to Step 3.
- C. Click 'Save Hiring Entity' and 'Continue.'

### Step 3: Enter Your Information

- A. Choose forms to request.
- B. Enter your information and click 'I Agree.'
- C. Click the link on the confirmation email and enter your 'Activation Code.'

### Step 4: Former Employer(s)

- A. Click 'Enter ALL Former Employers'
  - B. Enter the Former Employer(s) that you need an Experience Verification from.
    - a. If your Former Employer(s) does not drop down as you type, click 'Former Employer Not Found', and enter the information requested.
- \*\*Note: Multiple Former Employers can be selected\*\***
- C. Click 'Close,' select your 'Last Place of Employment,' and click 'Next Step.'
  - D. Confirm your order by clicking 'Next Step.'

### Step 5: Choose 'Premium' or 'Free'

Verifent will notify you of the progress of your requests through email. If you have any questions, please contact our Support Team through online chat.

Questions?  
[info@Verifent.com](mailto:info@Verifent.com)



## FAQ's for Employees

Requesting your PSLF (Public Service Loan Forgiveness) form is easier than ever before. We utilize Verifent to streamline responses and for data security purposes. Visit <https://app.verifent.com/PSLF/Begin> and follow the steps below.

The Public Service Loan Forgiveness program is an enormous benefit to employees who qualify.

Read on to find out more.

Why does this program exist? If only answers to questions were simple. In an essence, the federal government, in an attempt to make the lower pay of public service employees go further, created a loan forgiveness plan to stretch those paychecks a little further. More importantly, it recognizes the *importance and value* of public service. This is a way of saying thank you and also trying to attract more good people into public service.

Who is an authorized Employer? Non-profits, governments, counseling and social service organizations, K-12 educational institutions. These are examples of organizations that *may be* considered qualified. Check with your HR department or check the federal website to see if your organization is listed. If you think they would qualify, but aren't on the list, you can ask them to apply.

Who is eligible to have their Federal Consolidated Loans forgiven? This question has a multi-part answer. Each condition needs to be satisfied.

- The loan itself is of the type that can be forgiven. This is a Federal Student Loan.
- You work in a field of public service. Those fields include education, Social Work, government (city, county, state, etc.)
- Your employer, while making payments, is on the list of qualified employers.
- You make 120 (10 years) of payments while working for qualified employers.

For more information, check out this resource: [Federal Student Aid](#)

How do I apply? MOHELA, a third party vendor, has been selected to process the loan forgiveness applications for the Federal Student Aid. If you are lucky to have your employer offer you an application process through Verifent, follow the link at the top of the page. If you aren't so lucky, visit [Federal Student Aid](#) and follow the instructions there. You will need a signature from an authorized person (a HR director or someone in company leadership who has the ability to see your personnel records).

Questions?  
[info@Verifent.com](mailto:info@Verifent.com)





How often do I apply: MOHELA *requests, but doesn't require* you to apply every year. This is most likely to make the periods and payments easier to verify without looking at an enormous list. Also, many people change jobs from one qualified employer to another and it makes it easier to follow up and get those signatures from each employer.

Do I need a separate form for each employer, or each time I worked for the same employer? MOHELA requires a new form each time employment began. If you're lucky enough to work for an organization who uses Verifent, only one is needed. It's suggested you do one each year so MOHELA can verify you're your payments while employed with the qualified employer.

What if I made payments while working at Target or Home Depot (or a business such as these)? Those payments do NOT count toward the 120 payments while working at a qualified employer. For profit businesses are not considered public service.

How much of my loan is forgiven? After 10 years of payments, the remainder of the loan is forgiven. Those payments only count towards the 120 when they are made while working for a qualified employer.

If I started applying directly to MOHELA, can I now use Verifent to apply? YES! Verifent just makes it really easy to complete the form, and sends the information to MOHELA in the only form accepted.

Questions?  
[info@Verifent.com](mailto:info@Verifent.com)