Bulletin for All TSA Employees – 12/17/2020

Public Service Loan Forgiveness Employment Certification Form

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The Public Service Loan Forgiveness (PSLF) Program forgives the remaining balance of your Direct Loans after you have made 120 qualifying monthly payments under the qualifying repayment plan while working full-time for a qualifying employer. Additional information on the PSLF Program can be found at this link **here**.

To qualify for the PSLF, you must:
- Be employed by a U.S. federal, state, local, or tribal government or not-for profit organization;
- Work full-time for that agency or organization;
- Have Direct Loans (or consolidate other federal student loans into a Direct Loan);
- Replay your loans under an income-driven repayment plan; and
- Make 120 qualifying payments.

Where to Send the Completed PSLF Employment Certification Form:
You can return the completed form and any documentation to FedLoan Servicing, which is the U.S. Department of Education's federal loan servicer for the PSLF Program, either by mail, fax, or upload:

Mail to: U.S. Department of Education FedLoan Servicing
P.O. Box 69184
Harrisburg, PA 17106-9184

Fax to: 717-720-1628

Upload to: MyFedLoan.org/FileUpload at this link **here.**

* If you need help completing the form, call:
Domestic: 855-265-4038
International: 717-720-1985
TTY: Dial 711, then enter 800-699-2908

Note: The PSLF Employment Certification Form should **not** been sent to the HCAccess Help Desk or the Human Capital Service Center (HCSC) for employment certification. The form can be certified by the Field HR/BMO/RMO.

To support you with completing the form in its entirety, we have identified required fields, specifically on page 1 & 2 of the form. The sections are indicated to illustrate this purpose.

Section 1. Borrower Information
- The employee or Human Resources (HR) must complete the required fields.

Section 2. Borrower Authorizations, Understandings, and Certifications
- Must be signed and dated by the employee.

Section 3: Employer Information (To Be Completed by the Borrower or Employer)

- Employees may complete fields 1-9 but HR should verify that the information is accurate using the Employee Roster report.
- Employees can find TSA's Federal Employer Identification Number (FEIN) on their W-4 form located in the Employee Personal Page (EPP).

Section 4: Employer Certification (To be Completed by the Employer)

- HR must complete required fields.

Below is an example of the form:

Public Service Loan Forgiveness (PSLF): Employment Certification Form (Page 1)

PUBLIC SERVICE LOAN FORGIVENESS (PSLF) & TEMPORARY EXPANDED PSLF (TEPSLF) CERTIFICATION & APPLICATION
William D. Ford Federal Direct Loan (Direct Loan) Program

OMB No. 1845-0110
Form Approved
Exp. Date 08/31/2023
PSFAP - XBCR

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or on any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

SECTION 1: BORROWER INFORMATION

Please enter or correct the following information.

☐ **Check this box if any of your information has changed.**

SSN _____
Date of Birth _____
Name _____
Address _____
City _____ State ____ Zip Code _____
Telephone - Primary _____
Telephone - Alternate _____
Email _____

For more information on PSLF, visit StudentAid.gov/publicservice. To apply online, visit StudentAid.gov/PSLF.

SECTION 2: BORROWER REQUEST, UNDERSTANDINGS, AND CERTIFICATION

I request (1) that the U.S. Department of Education (the Department) determine whether I qualify for PSLF or TESPLF, and discharge any qualifying loans that I have, and **(2)** if none of my loans qualify for PSLF or TEPSLF when I submit this form, determine how many qualifying payments I have made towards PSLF and TEPSLF.

☐ I just want to find out how many qualifying payments I have made or if my employer is a qualified employer.

☐ I believe I qualify for forgiveness under PSLF or TEPSLF right now.

☐ If I indicated that I believe I qualify for forgiveness now, I want a forbearance while my application is being processed, but understand that periods of forbearance do not count towards forgiveness.

I understand that:

1. To qualify for forgiveness, I must have made 120 qualifying payments on my Direct Loans while employed full-time by a qualifying employer. Neither the 120 qualifying payments nor employment have to be consecutive.

2. To qualify for forgiveness, I must be employed full-time by a qualifying employer when I apply for and get forgiveness.

3. By submitting this form, my student loans held by the Department may be transferred to FedLoan Servicing.

4. If the Department determines that I appear to be eligible for forgiveness, the Department may contact my employer before granting forgiveness to ensure that I continue to work for the employer.

5. If I am eligible for forgiveness, the amount forgiven will be the principal and interest that was due on my eligible Direct Loans when I made my final qualifying payment. Any amount that I pay on those loans after I have made my final qualifying payment will be treated as an overpayment. I must continue to make payments on any of my other loans.

6. If I am not eligible for forgiveness, I will be notified of the determination, why it was made, and how many qualifying payments I have made towards PSLF and TEPSLF.

I certify that all of the information I have provided on this form and in any accompanying document is true, complete, and correct to the best of my knowledge and belief and that if I cease to be employed by a qualifying employer after I submit this application, but before forgiveness is granted, I will notify the Department (see Section 7) immediately.

☐ Check this box if you cannot obtain certification from your employer because the organization is closed or because the organization has refused to certify your employment. The Department will follow up to assist you in getting documentation of your employment. **Complete Section 3, but do not complete Section 4.**

Borrower's Signature _____ Date _____

Page 1 of 6

Public Service Loan Forgiveness (PSLF): Employment Certification Form (Page 2)

Borrower Name		Borrower SSN	

SECTION 3: EMPLOYER INFORMATION (TO BE COMPLETED BY THE BORROWER OR EMPLOYER)

1. Employer Name:

   DHS, TSA

2. Federal Employer Identification Number (FEIN)

   72-0564834

3. Employer Address:

   TSA OHC Access
   6363 Walker Lane, Ste. 400
   Alexandria, VA 22310

4. Employer Website (if any):

   www.tsa.gov

5. Employment Begin Date:

   05-17-2015

6. Employment End Date:

   _____ **OR** ☑ Still Employed

7. Employment Status: ☑ Full-Time   ☐ Part-Time

8. Hours Per Week (Average)   40

   Include vacation, leave time, or any leave taken under the Family Medical Leave Act of 1993. If your employer is a 501(c)(3) or a not-for-profit organization, do not include any hours you spent on **religious instruction, worship services, or proselytizing**.

9. Is your employer a **governmental** organization?

   A governmental organization is a Federal, State, local, or Tribal government organization, agency, or entity, a public child or family service agency, a Tribal college or university, or the Peace Corps or AmeriCorps.

   ☑ Yes - Skip to Section 4.
   ☐ No - Continue to Item 10.

10. Is your employer tax-exempt under Section **501(c)(3)** of the Internal Revenue Code (IRC)?

    If your employer is tax-exempt under another subsection of 501(c) of the IRC, such as 501(c)(4) or 501(c)(6), check "No" to this question.

    ☐ Yes - Skip to Section 4.

    ☐ No - Continue to Item 11.

11. Is your employer a **not-for-profit** organization that is **not** tax-exempt under Section 501(c)(3) of the Internal Revenue Code?

    ☐ Yes - Continue to Item 12.
    ☐ No - Your employer does not qualify.

12. Is your employer a partisan political organization or a labor union?

    ☐ Yes - Your employer does not qualify.

    ☐ No - Continue to Item 13.

13. Which of the following services does your employer provide? Check all that apply and then continue to Section 4. If you check "None of the above", do not submit this form.

    ☐ Emergency management
    ☐ Military service (See Section 6)
    ☐ Public safety
    ☐ Law enforcement
    ☐ Public interest legal services (See Section 6)
    ☐ Early childhood education (See Section 6)
    ☐ Public service for individuals with disabilities
    ☐ Public service for the elderly
    ☐ Public health (See Section 6)
    ☐ Public education
    ☐ Public library services
    ☐ School library services
    ☐ Other school-based services
    ☐ None of the above - the employer does not qualify.

SECTION 4: EMPLOYER CERTIFICATION (TO BE COMPLETED BY THE EMPLOYER)

By signing, **I certify (1)** that the information in Section 3 is true, complete, and correct to the best of my knowledge and belief, **(2)** that I am an authorized official (see Section 6) of the organization named in Section 3, and **(3)** that the borrower named in Section 1 is or was an employee of the organization named in Section 3.

Note: If any of the information is crossed out or altered in Section 3, you must initial those changes.

Official's Name	Ravi Gill	Official's Phone	
Official's Title	HR Specialist	Official's Email	

Authorized Official's Signature *Ravi Gill*   **Date** 09-11-2020

Page 2 of 6

For more information on PSLF Program, click **here**.
To download the PSLF form, click **here**.

Questions?

Due to the current COVID-19 pandemic, live agents are not available to answer telephone calls received at the HCAccess Help Desk. Employees can contact the HCAccess Help Desk by e-mail at HelpDesk@mailserver-hraccess.tsa.dhs.gov or at this link, by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this link and visit Human Capital online at this link.