Public Service Loan Forgiveness (PSLF)

Your Step-by-Step Checklist

FinPath by HUB

PSLF in a Nutshell

Make 120 monthly payments while working full-time for a qualifying employer, and your remaining federal Direct Loan balance is forgiven tax-free. That's 10 years of payment.

Step 1: Check Your Loan Type

Only Federal Direct Loans qualify. Other federal loans can be consolidated to become eligible.

- ☐ Log in to **studentaid.gov** with your FSA ID
- ☐ Go to 'MyAid' and click on 'View loan details'
- ☐ Look at your loan names:

✓ Good to Go	⚠ Needs Consolidation
Direct Subsidized Direct Unsubsidized Direct PLUS Direct Consolidation	FFEL (any type) Perkins Loans Parent PLUS Loans

Note: Private student loans (from banks like Sallie Mae, SoFi, etc.) can NEVER qualify for PSLF.

Step 2: Verify Your Employer Qualifies

You must work full-time (30+ hours/week) for a qualifying employer.

- ☐ Find your employer's EIN (Federal Employer ID Number) on your W-2 (Box B)
- ☐ Go to: **studentaid.gov/pslf/employer-search**
- ☐ Enter your employer's EIN to check eligibility

Quick Reference - Who Qualifies:

✓ **YES:** Government jobs (federal, state, local, tribal), Military, 501(c)(3) nonprofits, Public schools, AmeriCorps, Peace Corps

✗ **NO:** For-profit companies, Labor unions, Political organizations

Step 3: Get on the Right Repayment Plan

You need to be on an Income-Driven Repayment (IDR) plan to make the most of PSLF.

- ☐ Check your current repayment plan at studentaid.gov under 'My Aid'
- ☐ If not on IDR, apply at: studentaid.gov/idr
- ☐ IBR (Income-Based Repayment) is currently the recommended option

Why IDR? IDR plans base your payment on your income, so you pay less now and have more forgiven later. The 10-year Standard Plan technically qualifies, but you'd have nothing left to forgive!

Step 4: Submit Your PSLF Form

This is how you certify your employment and get credit for your payments.

- ☐ Go to the PSLF Help Tool: **studentaid.gov/pslf**
- ☐ Log in with your FSA ID
- ☐ Add each employer (current and past qualifying employers since Oct 2007)
- ☐ Sign your form digitally
- ☐ Enter your employer's HR contact email for their digital signature
- ☐ Submit the form

> 💡 **Pro Tip:** Submit this form every year and whenever you change jobs. Don't wait until you hit 120 payments!

Step 5: Track Your Progress

- ☐ Log in to studentaid.gov
- ☐ Go to 'My Activity' to see your form status
- ☐ Check your qualifying payment count under 'My Aid'
- ☐ Keep making payments until you get official forgiveness notification

Processing Time: Forms typically take 90+ business days to process. Be patient and continue making payments while you wait.

What Counts as a Qualifying Payment?

- ✓ Made after October 1, 2007
- ✓ Made while employed full-time (30+ hours) by a qualifying employer
- ✓ Made under a qualifying repayment plan
- ✓ Made for the full amount due
- ✓ Made within 15 days of the due date
- ✓ $0 payments on IDR count if you qualify for them!

Important Notes

- Payments don't have to be consecutive. If you leave public service and return later, your previous qualifying payments still count.
- Forgiveness is tax-free. You won't owe federal taxes on the forgiven amount.
- There's no limit on forgiveness amount. Whether you owe $20,000 or $200,000, the remaining balance is forgiven.
- The COVID payment pauses (March 2020 - Sept 2024) counts. Those months count toward your 120 if you were employed by a qualifying employer.

Connect with a Coach!

Navigating student loans can be challenging, but understanding your options can help you make informed decisions about financing your education. Whether you're considering federal or private loans, repayment strategies, or forgiveness programs, it's crucial to explore all avenues to minimize debt and stay on track financially. **And you don't have to do it alone.**

Through your employer-paid financial wellness benefit, you have access to **unlimited, confidential financial coaching**, to help guide you through the process or answer questions you may have.

Visit **finpathwellness.com/coaching** to schedule with a financial coach!

Scan to Schedule!

We Look Forward to Meeting You!

Need Help?

PSLF HelpTool: studentaid.gov/pslf
PSLF Helpline: 1-888-303-7818
PSLF Guide: https://studentaid.gov/articles/become-a-pslf-help-tool-ninja/

All information sourced from Federal Student Aid (studentaid.gov) | Current as of January 2026