When completing the **PSLF form** please follow these directions:

**Complete your personal information in the highlighted Section 1: Borrower Information**

In section 2 you will have 3 options, select the box which best describes the reason you’re submitting the PSLF Form. Unless you have completed 120 payments and you’re applying for forgiveness, you’ll likely choose the first option:

**Complete with a handwritten signature and date.**

*Please make sure the box is left unchecked for Mayo Clinic to verify your employment.*

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**

*If you are using the PSLF Help Tool on studentaid.gov Please review your form, if the above box in checked in section 2 please follow these directions to uncheck the box.*