



Public Service Loan Forgiveness (PSLF)

Requesting your PSLF form is easier than ever before. The Office of Human Resources is pleased to announce that we now utilize Verifent for PSLF requests to streamline responses and for data security purposes.

To initiate your online PSLF request, click the link below and follow the prompts.

<https://app.verifent.com/PSLF/Begin>

Step 1: Choose Employer

- A. Click 'Choose Your Employer' – Charleston County School District
 - a. Click 'Save Employer' and Click 'Continue'

Step 2: Read CAREFULLY and Fill in Applicable Fields for the Following Sections

- A. Section 1: Borrower Information (complete all fields)
- B. Section 2: Borrower Request, Understandings and Certification
- C. Section 3: Employer Information
 - a. IMPORTANT: Begin with your most recent start date
 - b. Additional Section 3 portions can be requested if there was a break in service.
 - c. If you are unsure of the following data elements, they can be left blank for your employer to complete:
 - i. Employment Begin/End Date
 - ii. Hours Per Week (Average)
- D. Additional Message to Employer (if needed)
- E. Signature: You must sign your name legibly for MOHELA to accept the form – click 'I Agree & Submit'

Step 3: Employer Reviews/Completes

- A. The form will be sent to Human Resources via the online portal to review/complete Sections 3 & 4.

Once completed, your employer will electronically fax the form directly to MOHELA. You will be notified via email and no further action is required. **Please ensure that you print or save a copy of the completed document for your records.**

If you have additional questions or concerns, please contact Human Resources at hrinfo@charleston.k12.sc.us or at 843.937.6380.

Questions?
info@Verifent.com