

PSLF Form Tips

To expedite the process of HR certifying your form, please see instructions below:

- Complete PSLF as indicated on the FSA [PSLF Help tool](#) webpage.
- When completing section 4 (Employer Info.), please complete Western's information as example shows below. Please leave highlighted fields blank so that HR can complete this part with the correct information that matches our records.
- For full-time employees, please note 40 hrs per week **max**. HR can certify the standard number of hours per week for your job class, which for full-time employees is 40 hours per week. HR will then certify the form in section 5 and submit.

SECTION 4: EMPLOYER INFORMATION (TO BE COMPLETED BY THE BORROWER OR EMPLOYER)

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|---|--|
| 1. Federal Employer Identification Number (FEIN/EIN): | 91-6000562 |
| 2. Employer Name: | Western Washington University |
| 3. Employer Address: | |
| Street: | 516 High Street |
| City, State, Zip Code: | Bellingham, WA 98225 |
| Employer Website (if any): | www.wvu.edu |
| 4. Employment Period: | |
| Employment or Certification Begin Date: | <input type="text" value=""/> |
| | (mm/dd/yyyy) |
| Employment or Certification End Date: | <input type="text" value=""/> |
| | (mm/dd/yyyy) |
| 5. Employment Status: | <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |
| 6. Average hours per week: | 40 |
| <input type="checkbox"/> | Check this box if your employer cannot be contacted because the organization has closed or is unable to certify your employment, and skip to Section 5B. |

Thank you!

Human Resources