



**SmartWork Student Loan Repayment Plan**  
 Administered by the Department of Budget and Management  
 Office of Personnel Services and Benefits

## APPLICATION

Note: You **must** include the Supporting Documentation listed below, including proof of the undergraduate and/or graduate educational loans that qualify for loan repayment and proof of payment during the applicable repayment interval. The Office of Personnel Services and Benefits reserves the right to request additional documentation supporting your claim for repayment.

Full Name \_\_\_\_\_ Employee Workday Identification # \_\_\_\_\_

Email address \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Cell phone number \_\_\_\_\_

Address \_\_\_\_\_ Apartment No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

**Employment Information**

Classification \_\_\_\_\_ Employing Department \_\_\_\_\_

(Office Use Only) This classification is eligible for participation in the *SmartWork* Student Loan Repayment Plan:

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Undergraduate and/or Graduate Student Debt Information**

Colleges or Universities attended for undergraduate and/or graduate education, location, and dates of attendance.

College or University	Location (City and State)	Dates of Attendance
		__/__/__ to __/__/__
		__/__/__ to __/__/__

Name of Lender: \_\_\_\_\_

Total undergraduate and/or graduate Loan debt paid by the employee during the repayment interval for which the employee seeks disbursement under this Plan: \$ \_\_\_\_\_ (attach documentation)

Check One: Employee Applicant is a  New Hire  Current Employee

**Employee's Loan or Loan on Behalf of Eligible Child:** (Please check one below.)

The outstanding loan for which repayment is sought:

Employee  Eligible Child (Name of Child: \_\_\_\_\_)



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**SUPPORTING DOCUMENTATION:** The following must be included with your completed Application:

- Lender documentation that shows loan repayments made by the employee within the repayment interval (i.e. after years one, three, five, seven or ten of State service in a participating classification) for qualifying educational loans, including the name, address and phone number of the lender(s), account number(s), loan payments made during the repayment interval, and the person(s) responsible for the repayment of the loan(s). Acceptable documentation includes cancelled checks, receipts from lender, etc.
- Notarized certification attesting to the fact that the loan payments were the student loan debt of the employee or the employee’s eligible child.

I understand that pursuant to Executive Order 01.01.2018.17, the *SmartWork* Student Loan Repayment Plan is solely intended for employees in classifications identified by the State as eligible for participation due to chronic workforce shortages. The list of qualifying classifications is subject to change at any time. Employees are strongly encouraged to review the comprehensive listing of covered classifications before submitting a completed application.

I understand that the repayment received by me as a result of my participation in the *SmartWork* Student Loan Repayment Plan is intended to reimburse me for payments that I made for qualifying student loans and that I cannot receive more money than I paid to satisfy qualifying student loan debt in the applicable repayment period. I understand and agree that I must submit documentation evidencing that the student loan repayment funds were used for the repayment of the student loan debt described in this application.

I authorize the educational institutions and the lenders listed in this application, and the Office of Personnel Services and Benefits to disclose to each other any personal, academic, or financial information about me that is necessary to process this Application and award the loan repayment funds. The disclosure of such information is governed by applicable federal and State privacy laws, including the Family Educational Rights and Privacy Act and the Maryland Public Information Act.

I understand that my completed Obligated Service Agreement is incorporated by reference in this Application.

I hereby affirm, under penalty of perjury and upon personal knowledge, that the contents of this application, including the attachments hereto, are true and correct.

***Mail completed Application and Obligated Service Agreement to: William Frank, Student Loan Repayment Plan, Room 607, 301 W. Preston Street, Baltimore, MD 21201. Thank you.***

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

**Notary Public:**

State of \_\_\_\_\_, City/County of \_\_\_\_\_, to wit:

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public \_\_\_\_\_  
Commission Expires: \_\_\_\_\_