



# SMARTWORK

## State Employee Student Loan Repayment Plan Document Checklist

Please use this form as a cover sheet when submitting your application packet. Incomplete packets will not be accepted.

Before filling out an application, please review the [Classifications Eligible for Loan Repayment](#) to ensure that you in a qualified classification in a participating agency.

Document Checklist	
<a href="#">SLRP Application</a> (Complete application with notarized signature)	
<a href="#">Obligated Service Agreement</a> (Must be signed by Appointing Authority)	
<b>Lender Documentation</b> (Proof of qualifying educational loans must be in the employee's name)	
<b>Proof of Payment(s)</b> (Only payments made during the repayment interval are eligible for repayment)	
Proof of school/college attendance may be needed if <b>Lender Documentation</b> and/or <b>Proof of Payment(s)</b> lack detail relating to school/college attended	

Mail Your Completed Application to:

William Frank  
Program Administrator  
Student Loan Repayment Plan  
301 W. Preston Street, Room 607  
Baltimore, MD 21201

It is the employee's responsibility to mail the packet. Please ensure that the application includes original signatures.

Additional Information:

- [FAQ](#)
- If approved for participation, a Request for Repayment form will be mailed with your formal approval letter. This form must be sent to the Plan Administrator at the conclusion of the repayment interval in order to receive reimbursement.

**If you have any questions about the application process, please email [SmartWork.SLRP@maryland.gov](mailto:SmartWork.SLRP@maryland.gov).**