



STUDENT LOAN REIMBURSEMENT REQUEST FORM

Employee Name: _____ Employee #: _____

School or Location: _____ Amount Requested: _____

Requests for Student Loan Reimbursements must be submitted to Payroll and Business Services by the 10th of each month to be paid on the end of the month's payment. Proof of outstanding loan balances must be attached to form. Forms without proper documentation will not be processed. Documentation may include such things as a loan payment coupon, receipt, cancelled check, invoice, statement or other similar records. Payments will be included in the employee's paycheck; however, pay will be listed separately under earnings.

Student Loan Reimbursements are taxable income and will be reported as such on the employee's annual earnings statement.

Employees are limited to \$1,000 for combined Student Loan and Tuition Reimbursements, for a maximum lifetime limit of \$4,000.

Employee Signature: _____ **Date:** _____

I understand that as the employee, I am directly responsible for all payments to the student loan agency, educational institution and/or all other entities that I am seeking funds for reimbursement.

<<< FOR OFFICE USE ONLY >>>

Documentation Attached Date _____ Submitted to Payroll _____

Amount of Tuition Reimbursement → Paid \$ _____

\$4,000 available per employee → Balance \$ _____

Authorized Payroll Approval: _____ Date: _____

ORIGINAL to Payroll (with receipts and transcript)
COPY to Supervisor and Employee

*** PAYROLL:** Once recorded, submit copy of completed form to HR Central Filing. **Attachment A**