

# 2017 Application Data Verification Form and Checklist

## Minnesota Teacher Shortage Student Loan Repayment Program

### SECTION 1: APPLICANT INFORMATION

Name		
Address		
City	State	ZIP Code
File Folder Number (Listed on Educator's License)	Phone Number	

### SECTION 2: APPLICANT CERTIFICATION (check boxes)

I certify that the information provided on and attached to these forms are true and correct and I promise to provide additional documentation if requested.

I understand the information provided on these forms is used to establish eligibility for the Minnesota Teacher Shortage Loan Repayment program

I understand if I give false or misleading information on these forms, I may:

- have my teaching license suspended or revoked under Minnesota Statutes section 122A.20; or
- be disciplined by my employing school district; or
- be required to repay the total amount of the loan repayment I have received under this program, plus interest at a rate established under section Minnesota Statutes 270C.40.

Applicant Signature	Date (month, day, year)
---------------------	-------------------------

### SECTION 3: APPLICATION DATA VERIFICATION PACKET CHECKLIST

Please ensure the following forms are completed and returned to the Minnesota Office of Higher Education prior to the application verification deadline of **August 31, 2017**:

- Employment Verification Form (see attached form)**
- Section 1 completed and signed by APPLICANT
  - Section 2 completed and signed by EMPLOYER
- Qualified Education Debt Verification (see attached document)**
- Submit copies of all current qualified student loan statements to verify the total qualified student loan debt listed on application
- Copy of 2016 Federal Income Tax Form 1040, 1040A, or 1040EZ**
- Do NOT submit your entire tax return packet
  - **Include** your 2016 W2s and other income/wage documents
  - If married and filing *jointly*, provide any tax forms that would indicate additional income (example: personal business, rental property)
  - If married and filing *separately*, submit both your and your spouse's tax forms
  - If applicant has *not filed yet*, provide copy of Extension Form 4868, W2s, and other income/wage documents
- Federal W-9 Form**
- If you have not previously completed a Federal W-9 for purposes of this program and are selected for an award, this form is *required* by the State of Minnesota in order for you to receive a payment.

**Mail:** MN Office of Higher Education/TSLRP, 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108

**Fax:** (651) 797-1636 ATTN: TSLRP

# 2017 Employment Verification Form

## Minnesota Teacher Shortage Student Loan Repayment Program

### SECTION 1: APPLICANT

Name		
Address		
City	State	ZIP Code
School Name	School District Name & Number	
I authorize the above named school or school district to provide employment information requested by the Minnesota Office of Higher Education in conjunction with the Teacher Shortage Loan Repayment Program		
Applicant Signature	Date (month, day, year)	

### SECTION 2: EMPLOYER

The above named employee has applied for the Teacher Shortage Loan Repayment Program. Please complete the following section regarding the applicant's employment dates, school, and teaching assignment during the **2016-2017** academic year. \*Then, return the completed form to the applicant/employee.

School Name	School District Name & Number
Applicant is <u>fully</u> licensed (e.g. not providing classroom instruction using a Variance and/or Special Permission) by the licensing division in the Minnesota Department of Education on behalf of the Board of Teaching: <input type="checkbox"/> Yes <input type="checkbox"/> No	
List all license titles and numbers for which applicant was fully licensed and provided classroom instruction:	Check all boxes that correspond for when applicant provided classroom instruction:
	<input type="checkbox"/> Fall '16 <input type="checkbox"/> Spring '17 <input type="checkbox"/> Summer '17
	<input type="checkbox"/> Fall '16 <input type="checkbox"/> Spring '17 <input type="checkbox"/> Summer '17
	<input type="checkbox"/> Fall '16 <input type="checkbox"/> Spring '17 <input type="checkbox"/> Summer '17
	<input type="checkbox"/> Fall '16 <input type="checkbox"/> Spring '17 <input type="checkbox"/> Summer '17
	<input type="checkbox"/> Fall '16 <input type="checkbox"/> Spring '17 <input type="checkbox"/> Summer '17
	<input type="checkbox"/> Fall '16 <input type="checkbox"/> Spring '17 <input type="checkbox"/> Summer '17

I certify the information provided above is true and complete to the best of my knowledge.

Signature of Authorized Official	Date (month, day, year)
Print Name	Title
Email Address	Telephone Number

**Mail:** MN Office of Higher Education/TSLRP, 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108  
**Fax:** (651) 797-1636 ATTN: TSLRP

**2017 Qualified Education Debt Verification  
Minnesota Teacher Shortage Student Loan Repayment Program**



**SECTION 1: APPLICANT**

Name:

**SECTION 2: QUALIFIED STUDENT LOAN INFORMATION**

ATTACH to this form the most current statements for all **qualified student loans**

A **Qualified Student Loan** is a government, commercial, or foundation loan for actual costs paid for tuition and reasonable educational and living expenses related to a teacher's preparation or further education. This includes:

- Direct/Stafford Subsidized and Unsubsidized Loans
- Federal Family Education Loan (FFEL) Program Loans
- Federal Perkins Loans
- Minnesota SELF Loans
- Other federal or state student loans
- Private or commercial student loans
- Consolidation loan that combined federal and/or private student loans

Parent PLUS loans made under the FFEL and Direct programs to parents of dependent undergraduate students and Federal Consolidation Loans and Direct Consolidation Loans that repaid a parent PLUS loan are **disqualified**.

**Mail:** MN Office of Higher Education/TSLRP, 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108

**Fax:** (651) 797-1636 ATTN: TSLRP