

## Minnesota Teacher Shortage Student Loan Repayment Program 2024 Application Data Verification Form and Checklist

<b>SECTION 1: APPLICANT INFORMATION</b>		
Name		
Address		
City	State	ZIP Code
File Folder Number (Listed on Educator's License)	Phone Number	
SWIFT Supplier Number (See instruction Page):		
<b>SECTION 2: APPLICANT CERTIFICATION (check boxes)</b>		
<input type="checkbox"/> 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. <input type="checkbox"/> I understand the information provided on these forms is used to establish eligibility for the Minnesota Teacher Shortage Loan Repayment program <input type="checkbox"/> I understand if I give false or misleading information on these forms, I may: <ul style="list-style-type: none"> <li>• have my teaching license suspended or revoked under Minnesota Statutes section 122A.20; or</li> <li>• be disciplined by my employing school district; or</li> <li>• 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.</li> </ul>		
Applicant Signature		Date (month, day, year)
<b>SECTION 3: APPLICATION DATA VERIFICATION PACKET CHECKLIST</b>		
Please ensure the following forms are completed and returned to the Minnesota Office of Higher Education prior to the application verification deadline of <b><u>November 30, 2024</u></b> :		
<input type="checkbox"/> <b>Employment Verification Form (included with this document)</b> <ul style="list-style-type: none"> <li>• Section 1 completed and signed by APPLICANT</li> <li>• Section 2 completed and signed by EMPLOYER</li> </ul>		
<input type="checkbox"/> <b>Qualified Education Debt Verification</b> <ul style="list-style-type: none"> <li>• Submit copies of all current qualified student loan statements to verify the total qualified student loan debt listed on original application</li> </ul>		
<input type="checkbox"/> <b>Copy of 2023 Federal Income Tax Form 1040</b> <ul style="list-style-type: none"> <li>• Include <b>your</b> 2023 W2s and other income/wage documents</li> <li>• If married and filing <i>jointly</i>, provide any tax forms that would indicate additional income (example: personal business, rental property)</li> <li>• If married and filing <i>separately</i>, submit both your and your spouse's tax forms</li> </ul>		
<input type="checkbox"/> <b>Minnesota's SWIFT System Supplier ID Registration</b> A teacher must register as a supplier with the State of Minnesota's SWIFT System ( <a href="https://guest.supplier.systems.state.mn.us">https://guest.supplier.systems.state.mn.us</a> ) prior to receiving an award.		
<b>Mail:</b> MN Office of Higher Education/TSLRP, 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108 <b>Fax:</b> (651) 797-1636 ATTN: TSLRP		

# Minnesota Teacher Shortage Student Loan Repayment Program

## 2024 Employment Verification Form

### SECTION 1: APPLICANT RELEASE of INFORMATION

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 **2023-2024** academic year. \*Then, return the completed form to the applicant/employee.

School Name

School District Name & Number

During **2023-2024** academic year, applicant was fully licensed (e.g. not providing classroom instruction using a Variance and/or Special Permission) by the Minnesota Professional Educator Licensing and Standards Board (PELSB) and employed by a MN school district.

☐ Yes ☐ 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:

☐ Fall '23 ☐ Spring '24 ☐ Summer '24

☐ Fall '23 ☐ Spring '24 ☐ Summer '24

☐ Fall '23 ☐ Spring '24 ☐ Summer '24

☐ Fall '23 ☐ Spring '24 ☐ Summer '24

☐ Fall '23 ☐ Spring '24 ☐ Summer '24

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

Signature of Authorized Official (designated by school or district)

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

## Minnesota Teacher Shortage Student Loan Repayment Program 2024 Qualified Education Debt Verification

### 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

**Disqualified loans** include:

- Student loans in default
- Student loans currently included in a bankruptcy
- Parent PLUS loans made under the FFEL and Direct programs to parents of dependent undergraduate students (this includes Parent PLUS loans taken out by a parent of an applicant/teacher)
- Federal and Direct Consolidation Loans that repaid a disqualified Parent PLUS loan
- Federal and Direct Consolidation Loans that repaid any portion of a student loan for a borrower other than the applicant/teacher

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

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

## Minnesota Teacher Shortage Student Loan Repayment Program

### 2024 Income Data Verification

#### SECTION 1: APPLICANT

Name

#### SECTION 2: INCOME DATA VERIFICATION

**Attach** to this form a copy of your **2023** Federal Income Tax Form 1040

- Do NOT submit your entire tax return packet
  - Submit Page 1 and Page 2 of the 2023 U.S. Individual Income Tax Return (Federal Form 1040) along with any pertaining Schedules for other income
- **Include** your **2023** 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

Send **completed form** and  
**verification documents** to:

MN Office of Higher Education  
Teacher Shortage Loan Repayment Program  
1450 Energy Park Drive, Suite 350  
Saint Paul, Minnesota 55108  
Fax: (651) 642-0675 Attn: TSLRP

# Minnesota Teacher Shortage Student Loan Repayment Program

## 2024 State of Minnesota's SWIFT System Supplier ID Registration

### Instructions

#### SECTION 1: APPLICANT

Name

#### SECTION 2: Instructions:

A teacher must register as a supplier with the State of Minnesota's SWIFT System (<https://guest.supplier.systems.state.mn.us>) prior to receiving an award.

- If you have received an award in a prior year and your information **has not** changed, you do not need to complete this step.
- If you have received an award in a prior year and your information **has** changed, you need to access the portal to update your updated address or name information.
- If you are already registered as a vendor but do not remember your log in information, contact Minnesota Management and Budget (MMB) vendor helpline at (651) 201-8106 or [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us).

To submit a new supplier request in SWIFT, complete the following seven-step process.

#### Steps to complete:

1. Open the Supplier Portal and enter Entity and TIN Type.
2. Enter Identifying Information.
3. Enter Address Information.
4. Enter Contacts.
5. Enter Payment Information.
6. Enter Category Codes.
7. Submit for Approval.
  - a. Once you have successfully submitted your registration, the **Registration ID** is the Supplier ID.
  - b. Write it in Section 1 of the **2024 Application Data Verification Form and Checklist form**.

**NOTE:** Registering for a SWIFT Supplier number does not guarantee an award.