**Client First and Last Name**

**Client Street Address**

**Client City, State Zip Code**

**Client First Name,**

We would like to thank you for completing your student loan counseling session with Take Charge America (“TCA”). If at any point you have additional questions or need further assistance, please do not hesitate to call our Student Loan Department. Our phone number is **877.784.2008** and our email is **studentloans@takechargeamerica.org**.

Please review the following summary outlining the details of the comprehensive counseling session for your Student Loans.

**loan summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Servicer** | **Loan Type** | **Loan Status** | **Balance** | **Interest Rate** |
| (insert name of servicer here) | (insert type of loan here) | (insert loan status here) | (insert loan balance here) | (insert interest rate here) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** | | | **$(insert total)** |  |

**public service loan forgiveness with consolidation**

In order to keep your federal student loan payments affordable, and to ensure your loans will qualify for Public Service Loan Forgiveness (PSLF), you have consolidated your loans into a Direct Consolidation Loan. Once the consolidation is approved, your federal loans will be serviced by FedLoan Servicing.

If your tax return was transferred to your consolidation application, and this tax return reflects your current income, you do not need to take any further steps to complete your application.

You will receive a letter shortly after your consolidation application is received, advising you to review the information submitted in the application and to notify your servicer if you wish to make any changes or cancel the consolidation. Review this letter to confirm the information is accurate.

If the IRS website did NOT transfer your tax return to your consolidation application, or if your tax return does not reflect your current income, you will need to submit proof of income. If your tax return does reflect your current income, you can send a copy of your tax return from one of the last two years. If your tax return does NOT reflect your current income, alternative proof of income could include two recent pay stubs or a letter from your employer listing your income.

You will send your proof of income along with the **Income Based Repayment / Pay As You Earn / Income Contingent Repayment Plan Request** to your servicer. Since you have already completed the electronic **Income Based Repayment / Pay As You Earn / Income Contingent Repayment Plan Request** there is a pre-populated copy of this document that can be found under **My Loan Documents: Direct Consolidation Loan Applications** on [www.studentloans.gov](http://www.studentloans.gov).

You can either mail or fax this document along with your proof of income to:

**FedLoan Servicing**

**P.O. Box 69184  
Harrisburg, PA 17106-9184**

**Fax: 717-720-1628**

You will receive a letter shortly after your consolidation application is received, advising you to review the information submitted in the application and to notify your servicer if you wish to make any changes or cancel the consolidation. Review this letter to confirm the information is accurate.

**QUALIFYING FOR PUBLIC SERVICE LOAN FORGIVENESS**

If you work at a qualifying public service organization for ten years, you may qualify for loan forgiveness on your Direct Loans.

It is recommended that you complete the [**Employment Certification Form**](https://studentaid.ed.gov/sites/default/files/public-service-employment-certification-form.pdf) each year and return this form to FedLoan Servicing to confirm that your employment qualifies and that your loan is on track to receive forgiveness**.**

You must complete Sections 1 and 2 of this form and an authorized official from the public service organization at which you work/worked must completely fill out, sign, and date Section 3.

**The key requirements of the Public Service Loan Forgiveness program are as follows:**

1. Your loans must be Direct Loans to qualify.
2. Your loans must be enrolled on a qualifying repayment plan. It is important to select one of the income-driven plans to ensure your payments will count as qualifying payments.
   * *NOTE: If you are married and you file your taxes jointly, this will typically result in a higher monthly payment because your spouse’s income is considered in your payment calculation. You could consider speaking with a tax advisor about changing your filing status to Married Filing Separate, so that only your income will be considered in the calculation of your payment amount.*
3. You must work full-time at a qualifying public service organization while making payments on your loan for ten years (120 payments). You must still work at a qualifying public service organization at the time you request forgiveness.
4. Your payments must be full on-time payments.

While an application is not yet available for Public Service Loan Forgiveness, you should contact FedLoan Servicing once you have made 120 qualifying payments for information about the application process.

You can contact FedLoan Servicing at 1-800-699-2908.

**MAINTAINING INCOME-BASED PAYMENTS**

In order for your payments to be considered “qualifying payments” towards forgiveness, your loans will need to be enrolled in one of the income-driven repayment plans. Payments on an income-driven plan are based on your Adjusted Gross Income for the year.

To maintain your income-driven payments, you will need to re-certify your income each year. You can do this at [www.studentloans.gov](http://www.studentloans.gov) by selecting the “Electronic IBR/Pay As You Earn/ICR Request.” When the system prompts you to select the reason for submitting the request, you would select: “*I am submitting annual documentation for recalculation of my monthly payment amount under my current repayment plan*.”

You should receive notification from FedLoan servicing when you have to re-certify your income each year, but it is strongly recommended that you set your own reminder, so that you remember to re-certify 60 days prior to this anniversary.

**other recommendations**

* Set up payments on automatic-debit to take advantage of a 0.25% reduction in your interest rate.
* Stay in touch with your loan servicer and update your contact information if you move so you do not miss any important paperwork.
* You may consider speaking with a tax advisor to ask about taking advantage of tax deductions related to the repayment of your student loans.
* Stay organized. Keep all of your student loan paperwork for your records.

**Budget**

We highly recommend that you review the budget you created with your ClearPoint counselor.  We encourage you to look into the resources and recommendations made by your counselors to further assist you in handling your finances.  If TCA can be of further assistance do not hesitate to contact us at <http://www.takechargeamerica.org/> or call 866-528-0588.

**Payment**

Per our conversation, we have set up (insert either: a one time payment OR a 2 payment cycle OR a 3 payment cycle) for your comprehensive counseling session. Payments will be processed in the amount of **$(insert dollar amount here) on (insert date here), (insert date here, if needed) and (insert date here, if needed).**

Take Charge America appreciates you utilizing our service to assist in your student loan repayments. Please let us know how we are doing and pass along our information to your friends and family who may also be struggling with their student loan payments.

Sincerely,

*(insert counselor name here)*

877-784-2008

[studentloans@takechargeamerica.org](mailto:studentloans@takechargeamerica.org)