

Student Loan Repayment Reimbursement Request

To request a student loan repayment reimbursement, please provide the information below and attach appropriate supporting documentation. Send the form and documentation to Human Resources in the New York Office, **Attention: Janet Arce**.

Date(s) of loan payment(s):

Amount of requested reimbursement (\$50 minimum): _____

Name of educational institution, degree and graduation date:

Name of student loan servicer:

Examples of supporting documentation:

- Loan statements showing dates and amounts of payments made
- Cancelled checks

I certify that I have incurred the expenses for which reimbursement is claimed from the Segal student loan repayment reimbursement program and that these expenses are for repayment of a student loan used for my own education. Reimbursement will be made to me and is considered taxable income.

Employee Name(please print)

Employee ID

Signature

Date