

## *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: Winnie Tang**.

Date(s) of loan payment(s):

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

Name of educational institution, degree and graduation date:

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Name of student loan servicer:

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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.

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Employee Name(please print)

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Employee ID

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Signature

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Date