

State of New Mexico  
Higher Education Department  
**Public Service Law Loan Repayment Program**  
**EMPLOYMENT VERIFICATION FORM**

**THIS DOCUMENT MUST BE RECEIVED VIA EMAIL BEFORE 10/15/2018**

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**PARTICIPANT:**

Printed First Name: \_\_\_\_\_ Printed Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Participant Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_ Current Email Address: \_\_\_\_\_

Title: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Loan Provider: \_\_\_\_\_ Account Number: \_\_\_\_\_

Loan Provider Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I hereby certify that I have completed this service quarter as required by my contract seek payment.

\_\_\_\_\_  
Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Loan provider cannot be changed without prior written 60 day notification to the department.**

**EMPLOYER:**

Employer/Institution/Facility: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_ Title of Person Completing Form: \_\_\_\_\_

Employer Email Address: \_\_\_\_\_ Employer Phone Number: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

I \_\_\_\_\_ certify that the named participant above has completed continuous employment in good standing for the period: **7/1/2018** thru **9/30/2018** for an average of \_\_\_\_\_ hours per week and an average of 13 weeks per calendar quarter, including paid leave, or any combination of hours and weeks, as further specified in the Loan Repayment Participation Agreement executed with the Higher Education Department.

\_\_\_\_\_  
Approved Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

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**NOTARY:**

Subscribed and sworn to before me in the county of \_\_\_\_\_,

State of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_ Seal: \_\_\_\_\_

Title: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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This executed form must be completed in full, scanned and emailed to [fin.aid@state.nm.us](mailto:fin.aid@state.nm.us) on or before **October 15, 2018**. Employment Verification Forms received after October 15, 2018 will not be accepted. Forms submitted prior to the dates indicated above will not be accepted. Faxed and mailed copies will no longer be accepted. For questions please contact the New Mexico Higher Education Department at 1-800-279-9777 or [fin.aid@state.nm.us](mailto:fin.aid@state.nm.us).