SMARTWORK

State Employee Student Loan Repayment Plan Document Checklist

Before filling out an application, please review the list of eligible classifications to ensure that you are in a qualified classification in a participating agency.

Document Checklist	
Step 1, Program Application:	
SLRP Application (Complete application with notarized signature)	
Obligated Service Agreement (Must be signed by Appointing Authority)	
Step 2, Request for Repayment (at conclusion of each repayment interval):	
Request for Repayment Form (Mailed with program approval letter)	
Lender Documentation (Proof of qualifying educational loans must be in the employee's name)	
Proof of Payment(s) (Only payments made during the repayment interval are eligible for repayment)	
Proof of School/College Attendance (Will be needed if **Lender Documentation** and/or **Proof of Payment(s)** lack detail relating to school/college attended. Acceptable documents include: a transcript, grade results, or any official document from the school or lender indicating the student's name and the school's name.	

Mail Your Completed Application to:

Program Administrator
Student Loan Repayment Plan
301 W. Preston Street, Room 607
Baltimore, MD 21201

It is the employee's responsibility to mail the packet. Please ensure that the application includes original signatures.

Additional Information:
- FAQ

If you have any questions about the application process, please email SmartWork.SLRP@maryland.gov.