**Employer Instructions**
for Completing the ECF or Application for Forgiveness

1. **Make sure the employee completes Sections 1 and 2 of the form.**
   - Borrower Signature is a required field that is commonly left blank.

2. **Do not certify employment if your organization is for-profit.**

3. **All applicable fields of Section 3 must be completed or the ECF or application may be denied. This section may be completed by the employer or the employee.**
   - Required fields that are commonly left blank:
     - Federal Employer Identification Number (FEIN)
     - Employer’s Address
   - Required fields that are most commonly completed incorrectly:
     - ITEM 6
       - If the employee is currently employed, leave the **Employment End Date** blank and place a check in the box next to **Still Employed**.
     - ITEMS 9 - 13
       - Follow questions 9-13 (which describes your public service organization), answering all necessary questions until the form asks you to skip or continue to Section 4. For additional information on eligible public service organizations, see Section 6.

4. **All fields of Section 4 are required and must be completed by an authorized official. If any of these fields are left blank, your employee’s ECF or application may be denied.**
   - This section must be certified by an authorized official, as defined in Section 6.
   - Please be sure to sign and date the form.
   - **NOTE:** If the authorized official needs to make any changes to the form, he or she may make the necessary corrections and initial the changes.

5. **When all sections of the ECF or application are complete, it can be uploaded by the borrower through File Upload at [MyFedLoan.org/FileUpload](http://MyFedLoan.org/FileUpload). Or, it can be returned by mail or fax to FedLoan Servicing.**