

Merrimack Valley Legal Services

Merrimack Valley Legal Services (MVLS) provides loan repayment assistance to full-time attorneys and paralegals to alleviate burdensome loans.

- a) Attorneys and paralegals are eligible for student loan payment reimbursement during their first four years following completion of education relevant to their position. For attorneys, eligibility is limited to the first five years of service after law school, for paralegals eligibility is limited to the first five years of service after completion of undergraduate degree.
- b) Applicants are encouraged to exercise options for delaying payment and/or arranging for payment over the longest possible period of time. Applicants are encouraged to apply for other loan forgiveness programs for which s/he is eligible. The program will pay up to 75% of any such remaining monthly loan payment, but not to exceed \$250.00 per month.
- c) Participants who do not exercise extended repayment options will be reimbursed based on the appropriate percentage of what their payment would have been had they opted for extended repayment.
- d) The only employees eligible for loan forgiveness are full time employees who carry a loan repayment obligation at the time of acceptance of employment. These full time employees will remain eligible until the loan has been repaid or the employee is paid at four years on the MVLS salary scale.
- e) The employee must submit a signed written application for the loan forgiveness program accompanied by copies of loan contract(s) to the Fiscal Administrator and to the Executive Director. Upon approval of the application by the Executive Director, participants will submit proof of their monthly student loan payment either in the form of a canceled check or other documentary confirmation from their bank, with a memorandum to the fiscal administrator requesting their reimbursement. Such proof must not be more than 90 days old. The fiscal administrator will process a participant's reimbursement no later than 30 days after submission of the memo requesting the same with proof of payment.
- f) The IRS considers such reimbursement income and the program reports such payments as such for purposes of a participant's W-2 form. However, no deductions will be made from the reimbursement at the time of payment and it is the responsibility of the participant to properly declare such income when s/he prepares his/her tax return for the year.