

GILMAN LOAN FUND APPLICATION

DATE: _____

NAME: _____

SS# : _____

ADDRESS: _____

DEPT: _____

I would like to request a loan from the Gilman Loan Fund in the amount of \$ _____
(maximum of \$2,000.00). I plan to repay the loan in monthly amounts of \$ _____
(the loan must be paid back within a 12 month period, i.e. for a \$2,000.00 loan, the
minimum repayment would be \$166.67 based on 12 deductions).

I am requesting the loan for the following reason(s):
(please be as specific as possible)

I understand that upon approval of the loan I will not be eligible to receive another
Gilman Loan for a period of two (2) years.

I can be reached at extension _____ , and my Hinman box # is _____ .

I can be reached through BlitzMail YES _____ NO _____

** Please note: Approval depends on availability and eligibility. Upon being approved,
processing time will take between 10-12 days.*

Applicant Signature: _____

With Application:
ID Presented: _____
Date: _____
Reviewers Initials: _____

For Check:
ID Presented: _____
Date: _____
Reviewers Initials: _____

GILMAN LOAN FUND

Under the provision of a fund established by the Gilman Foundation of New York City, benefits eligible Faculty and Exempt employees may borrow, at no interest and without security, up to \$2,000 to assist them in meeting temporary financial problems. Priority is given to emergency situations and the loan is repaid within a one year period using payroll deductions. Repayment must be made within a twelve month period through payroll deductions, the minimum repayment of \$166.67 based on 12 deductions.

Once approved, there is a two (2) year wait before the employee can apply for another loan.

Procedure

To apply, the Gilman Loan Fund application must be completed and submitted in person to a Human Resources Representative. The employee will need to present, in person, a picture ID (employee ID card, picture license or passport) at the time the application is submitted. The application may not be processed without review of ID, therefore **applications can no longer be submitted via the mail, fax or electronically.**

Applications will be reviewed to make sure the employee is eligible to take the loan. Approved loans are granted on a first come/first served basis as money is available. Total application processing time is 10 to 12 days.

The employee will be notified as soon as the loan check is available. It is necessary for the employee to sign a promissory note, an acknowledgement of receipt of the loan, and present ID (employee ID card, picture license or passport) when picking up the check in the Human Resources Office.

Contact Information:

Benefits Office at (603) 646-3588 or human.resources.benefits@dartmouth.edu.