

Dickinson

Documentation of Service for Participation in Dickinson College Retirement Plan

TO: Human Resources Staff

Dickinson College requires that the following information be verified by an appropriate human resources or benefits representative before a new staff or faculty member may begin immediate participation in Dickinson College's 403(b) Retirement Plan.

In order to waive Dickinson College's one-year waiting period, it is the responsibility of the staff or faculty member to provide acceptable documentation that immediately prior to his/her hire date with Dickinson College, he/she was actively participating in a qualified retirement program and is 100 percent vested.

Please verify the following information:

Employee Name: _____

Dates of Employment: From _____ To _____

Position Title: _____

Employment Status: _____ **Full-Time** _____ **Part-Time**

Participant in Retirement Plan: _____ **Yes** _____ **No**

If Participant, 100% Vested: _____ **Yes** _____ **No**

Verified By:

Signature

Institution/Employer

Printed Name

City, State ZIP

Title

Area Code/Telephone Number

Please return this form directly to:

Dickinson College
Human Resource Services
PO Box 1773
Carlisle, PA 17013
FAX: (717) 245-1785
Email: hrservices@dickinson.edu