



**Verification of Service Credit**  
**For Participation in the 403(b) Matching Retirement Plan**

To Whom It May Concern:

Emerson College provides credit for staff employees towards participation in its matching retirement plan based on previous employment at other accredited, degree granting colleges and universities. The new employee must verify that he/she has been employed by another higher educational institution for at least 2 years, and at least 1000 hours per year, and that this employment immediately preceded their employment at Emerson College (within 120 days).

In order to determine service credit please complete the following:

**Name of Staff Employee:** \_\_\_\_\_

**Name of Higher Educational Institution:** \_\_\_\_\_

**Dates of Employment:** From \_\_\_\_\_ To \_\_\_\_\_

**Was employment full-time?**  Yes  No If no, number of hours per week: \_\_\_\_\_

**Was the above named staff employee's position in an employment classification eligible to receive employer contributions (even if employee is currently in a waiting period) in a broad-based employee retirement program, such as a 403(b) plan, 401(k) plan or a qualified pension or savings plan?**

Yes  No If no, why? \_\_\_\_\_

**Form Completed By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this form**

**by mail to:**  
Emerson College  
Office of Human Resources  
120 Boylston Street  
Boston, MA 02116

**by email to:** [hr\\_service\\_center@emerson.edu](mailto:hr_service_center@emerson.edu)

**by fax to:** (617) 824-8579

Should you have questions, please contact the Human Resources Service Center at [hr\\_service\\_center@emerson.edu](mailto:hr_service_center@emerson.edu) or 617-824-8580.