



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

To Whom It May Concern:

Emerson College provides credit for staff employees towards participation in its mandatory 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 1 year, and at least 1000 hours, 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 email to Emerson College Human Resources:

Email: hr@emerson.edu

Should you have questions, please contact the Human Resources Service Center at hr@emerson.edu.