

**Documentation of Service
For Participation in
Allegheny College Retirement Plan**

TO: Human Resources Staff

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

In order to waive Allegheny College's one-year waiting period, or a portion thereof, it is the responsibility of the staff or faculty member to provide acceptable documentation that he/she had been employed in a full-time position for one year immediately prior to his/her hire date with Allegheny College.

Please verify the following information:

Employee Name: _____

Dates of Employment: From _____ To _____

Position Title: _____

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

Benefit Eligible: _____ **Yes** _____ **No**

Verified By:

Signature

Institution

Printed Name

City/State/Zip

Title

Area Code/Telephone Number

Please return this form to:

**Allegheny College
Director of Human Resources
520 N. Main Street
Meadville, PA 16335
FAX: (814) 332-2338**