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 being immediate participation 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