

**Villanova University 403(b) Retirement Savings Plan
Prior Service Credit / Prior Employer Certification for Basic Plan**

Faculty and staff who meet the requirements described below will receive service credit under the Villanova University 403(b) Retirement Savings Plan for certain periods of service with a prior employer. To receive credit for this prior service, an employee must:

- Be hired from a non-profit institution that sponsored a Section 403(b) plan or Section 401(a) plan;
- Be hired by Villanova University directly from the non-profit institution with no intervening period of employment with another employer;
- Have been employed with the non-profit institution for at least one year and was a participant of a retirement plan which included employer contributions.

The completed form may be mailed to Villanova University, Department of Human Resources, 800 Lancaster Avenue, Villanova, PA 19085, or faxed to 610-519-6667.

EMPLOYEE NAME:

EMPLOYEE SOCIAL SECURITY NUMBER:

NAME AND ADDRESS OF PREVIOUS EMPLOYER:

EMPLOYMENT DATES:

FROM _____ **TO** _____

This is to certify that the above named employee was employed by a college/university, or equivalent institution, or by any other non-profit organization, which is organized under IRC Code Section 501(c)(3) and is eligible to maintain an IRC 403(b) or 401(a) retirement savings plan.

The above named person was an active participant in a 403(b), 401(a) or other type of Retirement Plan which included employer contributions:

(Please circle) **YES** **NO**

If "NO" is circled, please explain: _____

I, _____ (print name) a duly authorized representative of the above listed previous institution, hereby certify the accuracy of the above information provided on this former employee.

Signature _____

Date _____

Title _____

Phone _____