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

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, Section 401(a) plan, or other type of retirement 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 non-profit institution, university/college, or governmental agency, and is eligible to maintain an IRC 403(b), 401(a) retirement savings plan, or other retirement 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 _____