



SUFFOLK UNIVERSITY

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Human Resources*

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**Verification for Immediate Eligibility in
Suffolk University's Standard Retirement Plan**

Date: _____

To Whom It May Concern:

In order to waive the one-year waiting period for participation in Suffolk's Standard Retirement Plan, the new employee must verify that s/he has been employed by another higher educational institution for at least 1000 hours in the immediately preceding 12 months. Could you verify the following information?

Name of Faculty/Employees: _____

Higher Educational Institution: _____

Dates of Employment: From: _____ To: _____

Was Employment Full-time? Yes _____ No _____

If employment was part-time, number of hours per week? _____

Amount of employee contributions since January 1 of current calendar year to Retirement Plan _____

Person Completing Form: _____

Department: _____

Signature: _____ Date: _____

Please return to:

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