



Please complete the top section of this form only if you have worked for a college or university within 90 days of your date of hire at Smith College. Then, please send it to your previous institution for their verification. Please print clearly.

Employee Name, Last: _____ First: _____ MI: _____

Last 4 Digits of SSN: _____

Name of College or University: _____

Employee ID # at Previous Institution: _____

The section below must be completed by the HR staff at your former institution.

Eligibility Verification for Employer Retirement Contributions

Please provide the information below to verify your former employee's dates of service and hours worked. This verification will enable Smith College to determine whether this employee has already met the requirements to begin receiving employer retirement contributions under Smith College's 403(b) plan. Please provide the following information:

Dates of Employment: _____

The above-named former employee (please check all that apply):

- worked at least 910 hours in any calendar year
- received employer contributions in our 403(b) plan

OR

- never worked at least 910 hours in any calendar year
- never received employer contributions in our 403(b) plan

HR Signature: _____

Date: _____

Name: _____

Phone: _____

Title: _____

Email: _____

Please email to:
HRBenefits@smith.edu
Thank you!