



HUMAN RESOURCES

PHONE: 610-328-8397  
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**SWARTHMORE COLLEGE 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 Swarthmore College 403(b) Retirement Savings Plan for certain period of service with a prior employer. To receive credit for this prior service, an employee must:

- Have been employed by an employer that is eligible to sponsor a Section 403(b) plan
- Employed by such employer for at least one 12-month period, during which the employee has a least 1,000 hours of service

PRINT EMPLOYEE NAME	EMPLOYEE SSN	EMPLOYEE DOB

**NAME AND ADDRESS OF PREVIOUS EMPLOYER:** \_\_\_\_\_

**EMPLOYMENT DATES: START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

My signature below, is to certify that the above-named employee, was employed for:

1. At least one 12-month period (not as a student worker)  
 YES  NO \_\_\_\_\_
2. During this 12-month period the employee had at least 1,000 hours of service by this employer  
 YES  NO \_\_\_\_\_
3. During this time, the above-named employer was eligible to sponsor a Section 403(b)  
 YES  NO \_\_\_\_\_

If "NO" is checked, please explain.

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

Print Name	Signature	Date
Print Title	Email	Phone #

The completed form may be mailed to Swarthmore College, HR/Benefits Dept., 500 College Avenue, Swarthmore, PA 19081; or sent via email to [benefits@swarthmore.edu](mailto:benefits@swarthmore.edu); or faxed to 610-690-2040.