

Retirement Plan Participation Waiver of Service

Employees who worked at least 12 consecutive months in a retirement benefit eligible position at the University of Denver are eligible for the Match Feature immediately with a contribution of 4% or more.

You may waive the Retirement Plan's one-year of service worked if your previous employer is a qualified educational institution and you were retirement benefit eligible under your previous employer's retirement savings plan.

A qualified Waiver of Service is effective for the payroll following completion, submission and approval of this form with a minimum contribution of 4% or more.

Please complete this form and return to **Benefits** via e-mail or via fax (303.871.3656).

This box to be completed by employee

Name:		DU ID Number:	
Home Address:			
Date of Birth:	Home Phone:	Work Phone:	
DU Date of Hire:	Email:		
Were you previously an employee at the University of Denver?		Yes	No
<i>If yes, dates of previous employment:</i>		<i>to</i>	
<i>I request and authorize</i>		<i>to release my employment information to the</i>	
<i>University of Denver.</i>			
Signature: _____		Date:	

This box to be completed by the authorized representative of your previous employer:

1. Are you a qualified educational institution?		Yes	No
<p>A qualified educational institution (per IRC Section 170(b)(1)(A)(ii)) is defined as an educational organization which normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on.</p>			
2. Did the employee work in a retirement benefit eligible position for at least 12 consecutive months?			
Yes	No	Dates of Employment:	to
Name of person completing this form:			
Title		Phone	
Name of Employer:			
Signature _____		Date	