

Retirement Verification Form

(To be completed only if employee is eligible for immediate entry into the basic retirement plan)

K.S.A. 74-4925 requires that the following information be verified by the appropriate institutional officer before a new employee with the Kansas Board of Regents may waive the required one-year waiting period and begin immediate participation in the Regents Retirement Program. It is the responsibility of the prospective employee to provide acceptable documentation to the Staff Benefits office within ninety (90) calendar days from the effective date of appointment in order to waive the one-year waiting period. **NOTE: For Verification Forms received within 90 days of the appointment, contributions will begin no earlier than the first day of the pay period in which the form is received.**

I hereby certify that _____ (_____) has been a contributing member
of the _____ retirement program from _____ to _____ .
[name] [SSN] [date] [date]

Kansas Board of Regents Institutions: Was the employee a participant in the Kansas Board of Regents Mandatory Retirement Plan prior to 01/01/96? ___ Yes ___ No

Participation must be in a retirement program resulting from employment with an institution of higher education located in the United States *to which employer contributions have been made for one year (365 days) within the five year period immediately preceding employment with KU* **OR** *in a State of Kansas mandatory retirement plan (other than the KBOR plan) in which you served at least one year (365 days), including time in a waiting period, within the five year period immediately preceding employment with KU.*

_____ Signature	_____ Institution
_____ Printed Name	_____ Address
_____ Title	_____ Telephone

Subscribed and sworn to before me this _____ day of _____, 20 ____.
My commission expires _____.

(Seal)

Notary Public

This form must be completed and returned to the Benefits office, University of Kansas, Room 150 Carruth, 1246 W Campus Road, Lawrence, KS 66045-7521 as soon as possible or faxed to (785) 864-5200.