University of Rochester  
403(b) Retirement Program

RETIREMENT SERVICE CREDIT FORM

After two years of employment as a full-time or part-time faculty or staff member, the University will begin making a Direct Contribution to the Retirement Program on your behalf. This includes prior service completed at a:

- Higher educational institution
- Teaching hospital
- Research foundation, not-for-profit
- Support organization for higher educational institutions, not-for-profit
- Member of the controlled group* of the University

**Please note:** Student employment is not considered regular employment and is not eligible for service credit.

Name ____________________________________  Date of Hire _____________  Employee I.D. # ___________

I hereby certify that I was previously employed by the following higher educational institution(s), teaching hospital(s), not-for-profit research foundation(s), not-for-profit support organization(s) for higher educational institutions, or member of the University’s controlled group* as a **regular employee**, and that my work schedule at each employer was at least **50% of a regular full-time schedule**:

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<th>Name of Employer</th>
<th>City &amp; State</th>
<th>Dates of Service</th>
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Signature of Employee                          Telephone Number                        Date

To receive service credit, please complete and return this form to the Office of Total Rewards:

E-mail: retirementprogram@ur.rochester.edu  Mail: P.O. Box 270453

If you have questions, please contact retirementprogram@ur.rochester.edu.

**Forms received more than 90 days after appointment date cannot be processed retroactively.**

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*Members of the controlled group of the University of Rochester include: Highland Hospital, Highlands at Brighton, Highlands at Pittsford, Highlands Living Center, UR Medicine Home Care (previously Visiting Nurse Service, Visiting Nurse Signature Care), NextCorps (previously High Tech Rochester), Nicholas H. Noyes Memorial Hospital, Jones Memorial Hospital, and F. F. Thompson Health System, Inc.*

Revised 02/19

60 Corporate Woods, Suite 310 - PO Box 270453 - Rochester, NY 14627-0453  An Equal Opportunity Employer