



Date: _____

To whom it may concern:

Wittenberg University provides credit towards participation in our 403(b) defined contribution retirement plan to new hires that were previously employed with an employer that maintained a tax-sheltered 403(b) annuity plan, regardless of whether or not said employee participated in that plan, and that employee was credited with at least 1,000 hours of service in a 12-month period.

Please provide the following information and return to the Wittenberg Human Resources department via fax at 937-327-7420 or scan and email to dsullivan@wittenberg.edu.

Former Employee/Employer information

Name of institution/employer: _____

Name of former employee: _____

Date of Hire: _____ Date of Separation: _____

Does institution/employer sponsor a 403(b) annuity plan? (yes/no) _____

Was the above named employee eligible to participate in the 403(b) plan: (yes/no) _____

Did the above named employee have at least 1,000 hours of service during a 12-month period? (yes /no) _____

Name of individual completing this form: _____

Title: _____

Signature: _____

Telephone: _____

Thank you for your assistance with this administrative matter. If you have questions, please contact me at 937-327-7519 or dsullivan@wittenberg.edu.

DeAnna Sullivan
Assistant Director, Human Resources