

**Pittsburg State University
Retirement Verification Form**

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

K.S.A. 74-4925 requires that the following information be verified by an 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 KBOR Mandatory Retirement Plan. ***It is the responsibility of the prospective employee to provide acceptable documentation*** to Human Resource Services 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
(Name) (SSN)
contributing member of the _____ retirement program
from _____ to _____.
(Date) (Date)

Participation must be in a retirement plan or program resulting from employment with an institution of higher education 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 Pittsburg State University 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 Pittsburg State University.

Signature

Institution

Printed Name

Address

Title

Telephone

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

Notary Public

Return to:
Human Resource Services
Pittsburg State University
1701 S Broadway
Pittsburg, KS 66762
(620) 235-4191 / Fax (620) 235-6002