

SKIDMORE

C O L L E G E

Dear Employer:

_____ has recently accepted a position with Skidmore College. Under certain circumstances new employees are given credit towards the waiting period for a higher level of employer contributions in our retirement plan. In order to determine eligibility for the accelerated benefit level, we need to know certain information about this employee's participation in your organization's retirement plan. Please take a moment to answer the questions below and to return the information to us. If you have any questions or need additional information, please call Skidmore College Human Resources at 518-580-5800. Thank you for your assistance.

Sincerely,

Laura M. Goodwin

Laura M. Goodwin
Assistant Director of Benefits

Previous Retirement Plan Confirmation

1. Dates of Employment: _____
2. How many years did the employee work ***at least 1,000 hours*** with your organization?
☐ Less than one year ☐ One or more years
3. Did the employee participate in your institution's basic retirement plan? A basic retirement plan is one in which the employer makes a non-discretionary contribution to the plan for the benefit of the employee.
☐ No
☐ Yes, plan type: _____ Date Last Participating: _____
4. Which best describes your institution?
☐ Public, higher education degree granting institution
☐ Private, not-for-profit, higher education degree granting institution
☐ Not-for-profit, research institution
☐ Other (please describe): _____

Form Completed By:

Name & Title

Date

Employer Name

Phone Number

Please email the completed form to Laura Goodwin at benefits@skidmore.edu or fax to 518-580-5805.