

**TAX-DEFERRED RETIREMENT PLAN
PRIOR SERVICE CREDIT REQUIREMENTS
PRIOR EMPLOYER CERTIFICATION**

This letter must be returned to the Benefits Office along with the Prior Service Credit Employee Certification form.

Please note that this letter must be on the letterhead of the previous employer.

[Employer Letterhead]

[Date]

Human Resources – Benefits
University of Pennsylvania
3401 Walnut Street, Suite 527A
Philadelphia, PA 19104-6228

To Whom It May Concern:

We are writing in reference to *[First Name, Middle Initial, Last Name]* (last four digits of SSN: *[Last 4 digits of SSN]*), who is a newly hired employee at your University.

Mr./Ms. *[Last Name]* was employed by *[Employer]* starting on *[Hire Date]* and terminating on *[Termination Date]*. *[Employer]* is a nonprofit organization which is eligible to maintain an IRC 403(b) retirement plan. Mr./Ms. *[Last Name]* was covered under such plan.

If you need further information, please contact me at *[Contact Phone Number]*.

Sincerely,

[Contact Name]
Human Resources
[Employer]