

**Southwestern University**  
Regular Retirement Plan 403(b)  
Eligibility Determination and Documentation Form

Employee Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

In order to determine eligibility for participation in our Regular Retirement Plan 403(b), we need to collect information from you, your previous employer and/or plan administrator. Please carefully complete this form and return it to the Human Resources department as quickly as possible after your date of employment. Southwestern University cannot commence employer contributions into the Regular Retirement Plan until your eligibility has been determined. If you have any questions, please contact the Human Resources department at (512) 863-1807 or fax (512) 863-1880.

1. What type(s) of retirement plan(s) did your previous employer offer? (401(k), 403(b), defined benefit, pension, etc.)? If none, put "N/A", skip all other questions, sign, date and return this form to the Human Resources department.
  
2. Were you eligible to participate in one or more of these? If yes, which ones? If no, skip all other questions, sign, date and return this form to the Human Resources department.
  
3. Did your employer make contributions into one or more of these plans? If yes, which ones? If no, skip all other questions, sign, date and return this form to the Human Resources department.
  
4. For the plan(s) listed in #3, were you 100% vested at your time of separation?
  
5. Since your date of separation, have you requested a distribution (partial or full) of the plan(s) listed in #3?
  
6. If the answer to #3 is yes, please attach official documentation from your previous employer (or plan administrator) certifying your eligibility and vesting percentage in each plan. PLEASE NOTE: We cannot determine your eligibility for our Regular Retirement Plan without this/these document(s).

Completed By: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date: \_\_\_\_\_

For Human Resources Department Use Only

Date of Hire: \_\_\_\_\_ Date SU RRP Effective: \_\_\_\_\_

- Eligible on first day of the month coinciding with or following date of hire.
- Eligible on first day of the month coinciding with or following date of hire after completion of one year of service.

Current Application on File with TIAA/CREF:  YES  NO