

Section 1: To Be Completed By Employee

Name: _____ Date of Birth: _____

Social Security Number: _____ Employee ID (7-Digits On Your Wildcard): _____

Were you previously an employee at Northwestern University? Yes No

Employees who are at least 24 years old and have earned at least one year of benefits eligible service at Northwestern University are eligible to participate in the Retirement Plan (through Matched and Unmatched contributions).

However, you may receive a qualified Waiver of Service Period of the Retirement Plan's one year of service requirement if you are at least age 24, and you submit a completed Service Waiver Form to the Benefits Division documenting that 31 or fewer days before your University hire date you were (1) employed by a tax-exempt 501(c)(3) educational or research organization or a state educational organization for at least the prior 12-consecutive month period, and (2) receiving employer contributions or accrued benefits under that organization's qualified 403(b) or 401(a) retirement plan.

Signature: _____ Date: _____

Note: Once the form is approved, you will need to elect your Investment Company, deferrals, and investment funds through the myHR Portal.

Section 2: To Be Completed By Previous Employer

Instructions for Previous Employer: Please return completed form to the Northwestern Benefits Office via email (benefits@northwestern.edu) with a subject line *403(b)Service Waiver* or USPS to Northwestern Benefits Office 720 University Pl 2nd Fl, Evanston, IL 60208. If you have questions, please contact Northwestern Benefits Office at (847) 491-7513.

1. Are you a tax-exempt 501(c)(3) educational or research organization or a state educational organization?
Yes No
2. Dates employee received employer contributions under a Code section 403(b) retirement plan or a Code section 401(a) retirement plan were:
From _____ To _____
3. Last day of employment for former employee: _____

Name of person completing this form: _____

Title: _____ Phone: _____

Name of employer: _____

Signature: _____ Date: _____