



CANISIUS COLLEGE

Documentation of Service for Immediate Participation in Retirement Program

TO: Human Resources Department at _____
Institution

Canisius College requires that an appropriate institution representative verify the following information before a new employee may begin immediate participation in the Retirement Program. It is the responsibility of the prospective employee to provide acceptable documentation to the Human Resources Office of the hiring institution in order to waive the one-year waiting period.

I hereby certify that _____ / _____

Name

Social Security Number

has been a full-time employee of _____ from _____ to _____

Institution

Date

Date

Signature

Institution

Printed Name

Address

Title

City/State/Zip

Area Code/Phone Number

[Seal]

Subscribed and sworn before me this _____ day of _____, 20____.

My commission expires _____

Notary Public

This form must be completed and returned on or before _____ to _____.