



**FORT HAYS STATE
UNIVERSITY**

Forward thinking. World ready.

**State of Kansas
BOARD OF REGENTS**

**Documentation of Service for Immediate Participation in
Regents Retirement Program**

TO: **Personnel Records** _____
(Name of Verifying Institution)

K.S.A. 74-4925 requires that the following information be verified by an appropriate institutional officer before a new employee with the Kansas Board of Regents may waive the required one-year waiting period and begin immediate participation in the Regents Retirement Program. It is the responsibility of the prospective employee to provide acceptable documentation to the personnel officer of the hiring institution by the effective date of appointment in order to waive the one-year waiting period.

I hereby certify that _____ has been a contributing member of the
Name
_____ retirement program* from
_____ to _____ (must be at least one year).
Date Date

Retirement Program Identification Number _____.

*Participation must be in a retirement program resulting from employment with an institution of higher education located in the United States to which employer contributions have been made for one year (365 days) within the five year period immediately preceding employment with Fort Hays State University OR in a State of Kansas mandatory retirement plan (other than the Kansas Board of Regents plan) in which you served at least one year (365 days), including time in a waiting period, within the five year period immediately preceding employment with Fort Hays State University.

_____ Signature	_____ Institution
_____ Printed Name	_____ Address
_____ Title	_____ Phone

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

My commission expires _____, 20_____.

Notary Public _____ (Seal)

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

**Fort Hays State University
Human Resources Office
600 Park Street
Hays, KS 67601-4099**