

State of Kansas Board of Regents

**Documentation of Service for Immediate Participation  
In Kansas Board of Regents Mandatory Retirement Plan**

Kansas Statutes Annotated 74-4925 requires that the following information be verified by an appropriate educational institution representative before the Kansas Board of Regents may waive the required one-year waiting period and allow a new employee to begin immediate participation in the Kansas Board of Regents Mandatory Retirement Plan. It is the responsibility of the prospective employee to provide acceptable documentation to the Division of Human Resources at Kansas State University within ninety (90) calendar days of appointment date in order to waive the one-year waiting period.

I hereby certify that \_\_\_\_\_, \_\_\_\_\_ has been a  
(Printed Name) (SSN\*)

contributing member of the \_\_\_\_\_retirement program\*\*

from \_\_\_\_\_ to \_\_\_\_\_.  
(date – MM/DD/YY) (Date – MM/DD/YY)

\* - Mandatory per Kansas Statutes Annotated 74-4925 – used as an identifier

\*\* - 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 at least one year (365 days) within the five-year period immediately preceding employment with Kansas State University **OR** in a State of Kansas mandatory retirement plan (other than the Kansas Board of Regents Mandatory Retirement Plan) in which you participated at least one year (365 days), including time in a waiting period, within the five-year period immediately preceding employment with Kansas State University.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Educational Institution)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Mailing Address of Educational Institution)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Business Telephone Number)

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

My commission expires \_\_\_\_\_. \_\_\_\_\_  
(Notary Public Signature)

(Notary Seal)

This form is to be completed and mailed to:

or fax to:

Division of Human Resources  
Kansas State University  
103 Edwards Hall  
Manhattan, KS 66506-4801

(785) 532-6095

# KANSAS STATE UNIVERSITY

## The Kansas Board of Regents Basic Retirement Plan

The eligibility waiting period for participation in the Kansas Board of Regents Mandatory Retirement Plan is one year. The waiting period may be waived if (1) you participated in a retirement program, as a result of employment with an institution of higher education located in the United States, to which employer contributions were made for at least one year (365 days) within the five-year period immediately preceding employment with Kansas State University, or (2) you participated in a State of Kansas mandatory retirement plan (other than the Kansas Board of Regents Mandatory Retirement Plan) for at least one year (365 days), including time in a waiting period, within the five-year period immediately preceding employment with Kansas State University. A "Documentation of Service for Immediate Participation in Kansas Board of Regents Mandatory Retirement Plan" form (PER-33) may be used to prove eligibility. To be considered for a waiver, documented proof must be received in the KSU Division of Human Resources within 90 calendar days from your appointment date. Participation will begin after receipt and acceptance of waiver documents in the KSU Division of Human Resources.

Once you meet the eligibility requirements, you may invest your retirement savings, including the University's contributions, in a variety of investment funds offered by the Kansas Board of Regents approved investment providers. These providers - TIAA/CREF and ING Financial Advisers - have been carefully selected by the Kansas Board of Regents to help you maximize your investment earnings and to give you some flexibility in determining how your benefits will be paid at retirement.

You contribute 5.5% of your bi-weekly salary and KSU contributes an amount equal to 8.5% of your bi-weekly salary. Your retirement account is 100% vested, or non-forfeitable, immediately. If you leave KSU for reasons other than retirement, death or disability, you may be able to transfer your account balances into the retirement plan of another institution, you may qualify for a cash disbursement of your account, or you may leave the funds in the Regents Plan.

The investment options offered by the companies provide a wide and useful spectrum of choices from conservative to aggressive. Some are based on fixed-return securities such as bonds and mortgages; others allow you to participate in the money market; still others primarily consist of common stocks.

Full details about your investment options are available from the two companies or from the KSU Division of Human Resources. Please take time to read their enrollment materials carefully so that you fully understand every option. Before making your decision, consider not only the investment performance and risks associated with the various funds, but also the cost of participation, the services offered, and the suitability of the programs to provide retirement income.

For further information contact the KSU Division of Human Resources, (785) 532-6277.

January 2007