

SAVINGS BANKS EMPLOYEES RETIREMENT ASSOCIATION

YEARS OF SERVICE UPDATE

Name of Participant _____ Certificate No. _____

Name of Member Employer _____ Employer No. _____

SBERA assumes that all Participants work over 1,000 hours during the Plan Year from November 1st through October 31st. It is the Employer's responsibility to inform SBERA if any Participant worked less than 1,000 hours during the Plan Year.

Payroll records maintained by the Member Employer indicate that the above-named Participant has been credited with less than 1,000 Hours of Service during the last computation period (Plan Year from November 1st to October 31st). Therefore, a Year of Benefit and Vesting Service should not be credited for the Participant's last computation period. Note: If the employer does not maintain such records, 190 Hours of Service must be credited for each month in which the Participant is credited with one Hour of Service.

Actual Hours of Service earned by the Participant
in his/her last computation period _____ Hours

Plan Year from November 1, ____ to October 31, ____ should not be credited with Benefit and Vesting Service.

The Participant should be credited with _____ Total Years of Service.

Signed at _____ this _____ day of _____ 20__

Signature of Employer Officer/Title
Plan Representative

SBERA USE ONLY

Date Rec'd _____

Plan Year of Service Changed _____

Total Years of Service Changed:

From _____ Years

To _____ Years

By _____ Date Entered _____