

**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 1<sup>st</sup> through October 31<sup>st</sup>. 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 1<sup>st</sup> to October 31<sup>st</sup>). 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 \_\_\_\_\_