

Please complete and submit the Rehire Eligibility Review Form on the following page if you believe your rehire eligibility status is incorrect, and you wish to request a review of your status.

Once you submit the completed form, you will receive a response in approximately ten (10) **business** days from the date the completed form is received. Generally, responses will be sent to you at the email address you provide on the form below. Please check the box next to your preferred method of response when you complete the form. If your rehire eligibility status has already been reviewed, please do not submit a second request. **The decision resulting from any previous review(s) will stand.**

Note: To confirm your rehire eligibility status, contact the Global HR Service Center at 1 800-556-6044 (International: 1 646 254 3270; Hearing Impaired: Dial 711, then call 1 800 556 6044).

The Rehire Eligibility Review Form should only be used to request a review/dispute of your rehire eligibility status.

Please complete all required fields on the Rehire Eligibility Review Form (indicated by *) and provide all relevant information, including any supporting documentation, to explain why you believe you are incorrectly coded as ineligible for rehire with Bank of America. You may attach additional pages if necessary. Any omissions or incorrect information may impact the ability to research your rehire eligibility and/or delay a response to your request.

You will only be contacted via phone to discuss this request if the Employee Relations Advisor assigned to conduct your eligibility review has questions.

We appreciate the opportunity to review your concern(s) regarding your rehire eligibility. You may fax or email the completed form to either of the following:

Fax: 1 704 409 0060

Email: Rehire_Eligibility_Review@bankofamerica.com

Rehire Eligibility Review Form

Employee Information

Please complete the required fields indicated by an asterisk* and include any supporting details that will help us research your request.

*Last Name: *First Name: MI:

If you were known by a different name(s) during your employment, please list:

Person Number/Employee ID, if known; do not include Social Security Number:

*Date of Birth (month, day & year)

Date of Hire: Date of Separation:

*Last Position Held: Former Manager (if known):

*Location of Last Position Held:

*Current Mailing Address:

*City: *State: *Postal Code:

*Country: *Phone Number:

*Preferred Method of Response: Email Postal Mail *Email Address:

Were you previously employed with Bank of America or one of our legacy companies (NationsBank, Boatman's, BankAmerica, Fleet Bank, MBNA, LaSalle Bank, Countrywide, Merrill Lynch, etc)? Yes or No.

If yes, with which company/companies were you employed?

Please explain why you believe your rehire status is incorrect. Include any additional documentation to support your position when you mail/fax this form (attach additional documentation, if necessary):

Thank you for providing this information. We will respond to your inquiry in approximately ten (10) **business** days from the date this form is received. **Providing incomplete or incorrect required information may impact the ability to research your request.** We will only contact you via phone if we require clarification. Please note submitting a Rehire Eligibility Review Form initiates a review, but does not guarantee that your rehire eligibility with Bank of America will be changed.