

## Request for Statement of Earnings

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamu.edu or (979) 845-9505.

**INSTRUCTIONS** This form is used by employees to request an earnings statement for the years specified on the form. Please select a delivery option of the earnings statement and return the completed form to Payroll, Tax, and Employee Resources. **The earnings statement will be mailed directly to the address listed on the form if no delivery option is selected.**

### Earnings Statement Delivery Options:

- Mail to address listed below
- Pick Up (phone number required for notification)

Today's Date	Year(s) Requested:
SSN/UIN:	Name
Mailing Address	
Email Address	Telephone

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SUBMIT FORM TO:**

Payroll Services  
MS 1261  
payroll@tamu.edu  
Fax (979) 845-4134

**NEED HELP?**

Payroll Services  
Phone (979) 845-9505  
payroll@tamu.edu