

Previous State Employment Verification Request

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@tam.u.edu or (979) 845-2711.

INSTRUCTIONS As a current employee of Texas A&M University, I am submitting this request so that employment records at TAMU can be updated to include my previous state employment with your agency. This information is needed by my current employing department in order to establish creditable state service. **Please Note:** Your response must be provided on agency letterhead or your standard form, and must be signed by an individual within your agency who is authorized to provide certification of employment. Please note whether the employee is eligible for Benefit Replacement Pay and the amount as defined by the 74th Legislature. This information is required for the employment verification to be considered complete.

Please mail or fax completed verification directly to the following:

Texas A&M University
 Department of _____
 Mail Stop _____
 College Station, TX 77843
 FAX: _____

Agency Name	
Employee Name	Social Security Number

Refer to the following web site for a list of names and addresses of Texas State Agencies:
<http://www.window.state.tx.us/taxbud/expbyco05/counties/cntyagy.html> online.

Employment History

Start Date	End Date	Employing Department

Employee Signature

Date

NEED HELP?
 Payroll Services
 Phone : (979) 845-2711
 Email : payroll@tam.u.edu