

## Request for Employment Verification

**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** The employee requesting verification must complete and sign this request, which authorizes Payroll Services to release employment information. Employees who have had previous employment with the Texas A&M University System, and/or other institutions or agencies of the State of Texas, shall provide to their employing department or unit a written statement from each prior state employer verifying the employment.\* Upon receipt, the employing department or unit should forward a copy of the certification of prior state service to Payroll Services. Verifications from prior state employers must be provided on agency letterhead or standard form and signed by an individual authorized to provide certification of employment.

The employing department or unit should  mail or  fax completed verification directly to:

Payroll Services  
 Texas A&M University  
 1261 TAMU  
 College Station, TX 77843-1261  
 FAX: (979) 845-4134

Employee Name	Social Security Number
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Employee should list dates and institutions/agencies of prior state employment:

**Employment History**

Start Date	End Date	Employer and Department

Name and address of the person who should receive this verification when it is completed by Payroll Services:

Name
Address

I authorize Payroll Services, Texas A&M University, to release the above information to the person/address designated above. I understand that it is my responsibility to request that certification of prior state service from my previous state employer be sent to my current employing department or unit at A&M.

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

\*TAMU System regulation 31.01.04, Longevity and Hazardous Duty Pay; Payroll Services policy/procedure, effective 7/12/93.

**Office Use Only**

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

