

PAYROLL SERVICES

Employment Verification Request

Instructions: The employee requesting a verification of employment (State Service update) must complete and sign this request, and forward it to Payroll Services using the information at the bottom of the form. State Service will not be updated by Payroll Services until all information has been received from all State Agencies listed below.

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.

Employee Name	UIN or SSN

Complete this section for all employment at Texas A&M University.

Start Date	End Date	Employer and Department

Complete this section for all state service employment NOT at Texas A&M University. The Previous State Employment Verification Request form must be completed for each agency listed.

Start Date	End Date	Agency Name

Complete this section with the name and address of the person who should receive this verification when it is completed by Payroll Services.

I authorize Payroll Services, Texas A&M University, to release the above information to the person/address designated. I further understand that email is not a secure method of delivery. My signature below indicates my consent.

Name

Date

SUBMIT FORM BY EMAIL or FAX TO:

Texas A&M University
 Payroll Services
payroll@tamu.edu
 Fax (979) 845-4134

SEND QUESTIONS TO :

payroll@tamu.edu