



Verification of Service and Salary

TRS22I (04-24)

PO Box 149676
Austin, Texas 78714-0185
(800) 223-8778
www.trs.texas.gov



Name _____ TRS Participant ID or
Social Security Number _____

Address _____

Part A: To be completed by employer's REPORTING OFFICIAL: (Person with Signature authority in the TRS RE Portal)

Do not include more than one school year on this form. If more than one school year is being verified, use a separate form for each year. Please complete all requested information; do not leave information blank. If records are unavailable or the information is unknown, indicate in the space provided. Verification must be based on records created at or near the time of service. An affidavit based on memory is not sufficient.

Sections 825.403 and 825.505 of the Texas Government Code grant TRS the right to audit records used for documentation of service and salary. By completing this form and signing the "Certification of Reporting Official," you agree to produce the records used to verify the service and salary listed upon TRS's request.

SECTION 1: Please complete based on fiscal year dates of Sept. 1-Aug. 31

School year in which service was rendered	Employment date from	Employment date to	Position or Job title	Number of days worked or on paid leave	Total Gross Salary paid for this period

Was the person named above an independent contractor. ☐ Yes ☐ No

Was the person named above employed in a TRS-eligible position meeting the following criteria: ☐ Yes ☐ No

- o Employment was for one-half or more of the standard workload for their position, or
- o Employment was for at least 15 hours per week if there was no standard workload for their position, and
- o Paid at a salary rate comparable to the rate of compensation paid to other persons employed in similar positions at the time.

SECTION 2: To be completed by Higher Education institutions only.

1. Was the employment verified above contingent upon the person's enrollment as a student in your institution?
☐ Yes ☐ No
2. Did the person named above participate in the Optional Retirement Program during the year listed?
☐ Yes ☐ No



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CERTIFICATION OF REPORTING OFFICIAL:

I certify:

- That the person named above was an employee of the TRS-covered public educational institution during the dates listed above.
- That records created at or near the time of service show that the person named on this form performed the service listed on this form and show that all other information provided in Section A is true and correct.
- That I am currently employed by the TRS-covered public educational institution named below. The public educational institution agrees to produce records used to verify the service and salary reported to TRS upon request as required in Sections 825.403 and 825.505 of the Texas Government Code.

Signature of TRS Reporting Official

Email Address

Date

Printed Name of TRS Reporting Official

Name of Texas Public Educational Institution

Phone Number

NOTARIZATION OF REPORTING OFFICIAL SIGNATURE

STATE OF _____ COUNTY OF _____

Before me, a notary public, on _____ (date) personally appeared _____ (reporting official) known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein are true and correct.

GIVEN under my hand and official seal this the _____ day of _____, _____ (SEAL)
Month Year

Signature of Notary Public

RETURN THIS COMPLETED FORM TO THE MEMBER. DO NOT RETURN THIS FORM TO TRS.



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Part B-Information for TRS Member

Employment that is eligible for TRS membership is employment in a Texas public educational institution for at least one-half the standard full-time workload, paid at a rate comparable to someone employed in a similar position. For the 2011-12 and later school years, a member must work or be on paid leave for at least 90 days in one school year to receive a year of service credit. In addition, if there is no equivalent full-time position of a given position, the minimum number of hours required per week that will qualify the position for TRS membership is 15. Take this form to the Texas public educational institution where you rendered the service being verified for completion of Part A. After the reporting official has completed all information, return this form to TRS. TRS will determine whether eligible service is indicated. Receipt of this form by TRS does not constitute a guarantee that service credit will be granted by TRS.

Verification of service or compensation must be received by TRS no later than five years after the end of the school year in which the service was rendered or the compensation was paid. If TRS does not receive a completed TRS 221 form within this timeframe, you will not be eligible to purchase the service and/or compensation and it cannot be used in determining any benefits. Verification of unreported service and/or compensation cannot be accepted after you have retired and TRS has issued your first retirement annuity payment.

If TRS determines that the employment and/or compensation is eligible for TRS credit, TRS will send you a cost statement for the amount due. All deposits and fees due for each year of service credit you wish to purchase must be paid in full before this service or compensation can be used in the determination of your eligibility for benefits and in the calculation of your benefits. The cost increases each year the amount due remains unpurchased.

If TRS determines that the service or compensation is eligible for TRS credit, you will be required to pay any deposits and fees that are due if you want to have this service or compensation included in the determination of your eligibility for and in the calculation of your benefits. It is the decision of TRS whether your service or compensation is eligible for TRS credit.