



Verification of Service and Salary

TRS221 (09-16)

1000 Red River Street
Austin, TX 78701-2698
(800) 223-8778
www.trs.texas.gov



Name _____ TRS Participant ID or
Social Security Number _____
Address _____

TRS MEMBER: This form is to be completed and signed by the current TRS reporting official or other appropriate official of the Texas public educational institution where the service being verified was rendered. After the form has been completed and signed by the reporting official, **you must sign where indicated on page 3**, before sending the form to the Teacher Retirement System of Texas (TRS). See additional instructions on pages 2 and 3.

REPORTING OFFICIAL: 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. Initial here _____ if more than one form is being completed. 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.** After completing this page, read and sign the "Certification of Reporting Official" on page 2. Note, your signature must be notarized. **Return this form to the member after completion. Do not return this form to TRS.**

SECTION A: See instructions on page 2 before completing this section

1. School year during which service was rendered _____
2. Number of days worked or on paid leave _____
3. Gross salary paid for this period _____
4. Position or job title _____
5. Member's name at the time service was rendered _____
6. Was this service rendered as an employee or as an independent contractor? _____

SECTION B: See instructions on page 2 before completing this section.

- | | | | | |
|---|-----------|-------|--------|-------|
| 1. Was employment for one-half or more of the standard workload? | Yes | _____ | No | _____ |
| 2. Was the salary rate comparable to the rate of compensation paid to other persons employed in similar positions at the time? | Yes | _____ | No | _____ |
| 3. If the answer to question #2 in this section is "No", was the person's customary employment for at least 20 hours per week, each week, for a period of at least four and one-half months in one school year? | Yes | _____ | No | _____ |
| 4. Employment dates for the first semester: | Beginning | _____ | Ending | _____ |
| Semester dates for the first semester: | Beginning | _____ | Ending | _____ |
| 5. Employment dates for the second semester: | Beginning | _____ | Ending | _____ |
| Semester dates for the second semester: | Beginning | _____ | Ending | _____ |

SECTION C: In addition to Sections A and B, this section must be completed if the service being verified was rendered for a TRS-covered employer that is an institution of higher education. Leave this section blank if the service being verified was rendered for a TRS-covered employer other than an institution of higher education.

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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INSTRUCTIONS FOR REPORTING OFFICIAL

This form must be completed and signed by the current TRS reporting official of the Texas public educational institution where the service was rendered or by the public educational institution's payroll manager, payroll supervisor, financial officer, or superintendent. TRS **may not** accept the form if it is not signed by an appropriate official. All information in Sections A and B on the front side of this form must be completed. In addition, Section C must be completed if the service being verified was rendered in an institution of higher education. In all cases, the "Certification of School Official" below must be completed. **This form is not to be used to verify substitute service, worker's compensation payments, or out-of-state service.**

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.

Verification must be based on records created at or near the time of service. An affidavit based on memory is not sufficient.

CERTIFICATION OF REPORTING OFFICIAL: I certify that records created at or near the time of service in my office show that the person named on this form performed the service listed on this form and show that all other information provided in Sections A and B is true and correct. I further certify 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	Title of Reporting Official	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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INSTRUCTIONS FOR 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 work load, paid at a rate comparable to someone employed in a similar position. To establish service credit, prior to the 2011-12 school year, a person must have served in an eligible position with an eligible employer, for a period of at least four and one-half months, a full semester of more than four months, or, in some circumstances, 90 days in one school year. 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 Sections A, B, and C (if applicable) and the "Certification of Reporting Official." After the reporting official has completed all information, sign below and return this form to TRS. TRS will determine, based on the information provided by the reporting official and applicable laws and rules, whether eligible service is indicated. Receipt of this form by TRS does not constitute a guarantee that service credit will be granted by TRS.

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 unpaid.

All unreported service rendered or compensation paid prior to September 1, 2011 must be verified no later than September 1, 2016. Beginning with unreported service rendered on or after September 1, 2011 or unreported compensation paid on or after September 1, 2011, verification 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. Service and/or compensation that is not verified within the required timeframe will not be eligible for purchase and cannot be used in determining eligibility for or the calculation of 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.

I have read the "Instructions for Member" and understand that, ***if TRS determines that the service or compensation is eligible for TRS credit, I will be required to pay any deposits and fees that are due if I want to have this service or compensation included in the determination of my eligibility for and in the calculation of my benefits.*** I also understand that it is the decision of TRS whether my service or compensation is eligible for TRS credit.

Signature _____ Date _____