



# Verification of Substitute Service and Salary

TRS22S (04-23)

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



Name \_\_\_\_\_ TRS Participant ID or Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

This form should be completed and submitted to TRS no earlier than the end of the fiscal year in which the service was performed.

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

Verify only employment rendered as a substitute on this form. Verify all substitute service rendered in each school year, whether it is more or less than 90 days. Return this form to the member after completion. Do not return this form directly to TRS. All information on this form must be completed by a person with Signature authority in the TRS Reporting Employer (RE) Portal at the Texas public school district or open enrollment charter school where the service was rendered. TRS will not accept the form if it is not signed by an appropriate official. This form is to be used only to verify substitute service rendered in a Texas public school.

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.**

School year	Number of <b>days</b> of substitute service in the school year	Substituted in what position (i.e., teacher, bus driver, clerk)	Gross salary paid for this school year



# Verification of Substitute Service and Salary

TRS22S (04-23)

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

**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 information provided on this form 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 on this form to TRS upon request as required under Sections 825.403 and 825.505 of the Texas Government Code.

Signature of Reporting Official	Email Address	Date
Printed Name of 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.**

### Part B: Information for TRS MEMBER:

To be eligible for TRS membership credit, substitute service must have been for a minimum of 90 days in one school year. Substitute service rendered in more than one school district within the same school year may be combined to meet the 90-day minimum requirement. This form must be completed by TRS reporting official of the Texas public school where you worked as a substitute. After the reporting official has completed all information, return this form to TRS. TRS will determine whether your substitute service is eligible to be purchased for TRS credit. Receipt of this form by TRS does not constitute a guarantee that service credit will be granted by TRS.

Verification of substitute service must be received by TRS no later than five years after the end of the school year in which the service was rendered. If TRS does not receive a completed TRS 22S form within this timeframe, you will not be eligible to purchase the service and it cannot be used in determining any benefits. Verification of substitute service cannot be accepted after you have retired and TRS has issued your first retirement annuity payment.

If TRS determines that the substitute service 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 before this service can be used in the determination of your eligibility for benefits or the calculation of your benefits. The cost increases each year the service credit remains unpurchased.

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