



Any person hired by the University of Houston-Clear Lake (UHCL) in a temporary or part-time capacity that is also an active participant of the Teacher Retirement System of Texas (TRS), must contribute to TRS while employed at UHCL.

This document is to be completed in its entirety and be returned to UHCL, Office of Human Resources. See instructions on the bottom of this form.

Instructions to UHCL hir: Fill in your name, UHCL employee ID number, last four digits of your social security number and hiring school/department below. Give this form to a representative at the agency in which you are employed and actively contributing to TRS. They must certify that you are employed by them and that you are an active TRS Member. A new form should be completed and returned to UHCL (instructions below), and either return tis form to the employee, or return to UHCL (see information at the bottom of this form).

EMPLOYEE

UHCL Temporary/Part-Time Employee: _____
(Last Name) (First Name) (Middle Initial)

UHCL Empl ID Number: _____ Last four digits of your Social Security Number: _____

UHCL Department or School you will be working in: _____

AGENCY (school district, college or university)

Name: _____

Street Address of Box Number: _____

City/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

CERTIFICATION

I certify that the employee identified above is currently employed by this agency and is an active member of the TEACHER RETIREMENT SYSTEM OF TEXAS (TRS).

Agency Representative (Print Name): _____

Title: _____ Telephone Number: _____

Signature: _____ Date: _____

Upon completion, please mail or fax this certification form to the following address or fax number.

UNIVERSITY OF HOUSTON-CLEAR LAKE
Office of Human Resources
2700 Bay Area Blvd., Campus Box 167
Houston, TX 77058-1098
Office # 281-283-2160 Fax # 281-226-7274