



VERIFICATION OF SUBSTITUTE SERVICE AND SALARY

Name of Member (please print) _____ Social Security No. _____

Current Mailing Address of the Member _____

TRS MEMBER: This form is to be completed and signed by a current business official of the Texas public educational institution where the service being verified was rendered. After the form has been completed and signed by a school official, **you must sign where indicated on the reverse side of this form**, before sending the form to the Teacher Retirement System (TRS).

REPORTING OFFICIAL: 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 to TRS.**

Fiscal school year	Number of Days of Substitute Service in the school year	Substituted in what position (i.e., teacher, bus driver, clerk)	Gross salary paid for this school year

Certification of School 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 in the reporting entity below and that this reporting entity is a TRS covered educational institution. The reporting entity agrees to produce records used to verify the service and salary reported on this form to TRS upon request as required under Section 825.403, Texas Government Code.

Signature of School Official _____ Title of School Official _____ Date Signed _____

Printed Name of School Official _____ Name of Texas Public Educational Institution _____ Telephone Number () _____

Notarization of School Official Signature:

STATE OF _____ COUNTY OF _____

BEFORE ME, on this day personally appeared _____ known to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that this person executed the same for the purpose and consideration therein expressed.

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

Signature of Notary Public _____ County _____ State _____

INSTRUCTIONS FOR 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. Take this form to the Texas public school(s) where you rendered service for completion and certification by a school official. After the school official has completed all information, sign below and return this form to TRS. TRS will determine, based on the information provided by the school 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 the retirement system.

If TRS determines that the substitute service is eligible for TRS membership, ***you will be required to pay the deposits due on the salary earned, plus applicable fees.*** TRS will send you a bill for the amount due. **All deposits and fees due must be paid in full before any benefits can be paid to you or on your behalf.** The cost increases each year the amount due remains unpaid. Verification of substitute service cannot be accepted after you have retired and TRS has issued your first retirement check or after the effective date of your election to participate in the Deferred Retirement Option Plan (DROP).

I have read the "Instructions for Member" and understand that, ***if TRS determines that eligible substitute service exists, I will be required to pay any deposits and fees that may be due before any benefits can be paid.*** I also understand that it is the decision of the retirement system whether eligible service is indicated.

Signature of Member

Date

Member Date of Birth

INSTRUCTIONS FOR SCHOOL OFFICIAL: All information on the front side of this form must be completed, including the "Certification of School Official." This form must be completed and signed by the current TRS reporting official of the Texas public school district where the service was rendered or by the school district's payroll manager, payroll supervisor, financial officer, or superintendent. TRS **may 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 School Official," you agree to produce the records used to verify the service and salary listed upon request of the retirement system.

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

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