

# University of Houston Clear Lake

## AGENCY CERTIFICATION OF RETIREMENT ELIGIBILITY

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 hire:** 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), each fiscal year.**

**Instructions to Agency certifier:** Please complete the sections titled Agency and Certification below and either return this 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: \_\_\_\_\_

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### 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: \_\_\_\_\_

After 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