



# Verification of Substitute Service and Salary

TRS22S (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 the reverse side of this form**, before sending the form to the Teacher Retirement System of Texas (TRS). See additional instructions on the reverse side of this form.

**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.** See additional instructions on the reverse side of this form.

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

**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                      Title of Reporting Official                      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



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## 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 the substitute service being verified for completion and certification by the 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 your substitute service is eligible for TRS credit. Receipt of this form by TRS does not constitute a guarantee that service credit will be granted by TRS.

All substitute service rendered prior to September 1, 2011 must be verified no later than September 1, 2016. Beginning with substitute service rendered 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. Substitute service 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 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 amount due remains unpaid.

I have read the "Instructions for Member" and understand that, ***if TRS determines that the substitute service is eligible for credit, I will be required to pay any deposits and fees that are due if I want to have this service 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 is eligible for TRS credit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## INSTRUCTIONS FOR REPORTING OFFICIAL

All information on the front side of this form must be completed, included the "Certification of Reporting Official." This form must be completed and signed by the current TRS reporting official of the Texas public school district or charter school where the service was rendered or by the school district's or charter school'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 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.***

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