

This form should be completed for regular employees of the University who are supplied housing by the University with no rental fee paid by the employee. This form is used to gather information for TCRS retirement credit only. No pay is issued to the employee as a result of this form. Please return original form to Human Resources (165 Administration Building).

Section I: Housing Information

Check one: House Apartment Room

Housing Location: _____

Section II: Employee Information

Employee Name: _____ Banner ID: _____

Job Title: _____ Position Number: _____

Department: _____

Section III: Approvals

Department Chair/Director: _____ Date _____

Vice President/Provost: _____ Date _____

Section IV: Human Resources Administrative Use Only

Monthly Salary	Annual Salary	Monthly Value of Housing Allowance**
\$	\$	\$

**20% of base salary, or \$600.00 per month, whichever is lower. (TCRS 2007)

Human Resources Representative: _____ Date _____