



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 \_\_\_\_\_