

Sam Houston State University

Notification for Employment Separation, Retirement, Social Security & Related Purposes

Instructions: Complete applicable parts, sign, and return to Human Resources Department, P. O. Box 2356, Huntsville, Texas 77341-2356 Phone: (936) 294-1069

- A. Action Section: To be completed by employee or employer. Retirement, Voluntary Separation, Request for return of State contributions, Verification to allow ORP employees, Other.

B. Employee Section

NAME: ADDRESS: Street or Box # City State Zip COMPANY TO NOTIFY: Name: Address/Fax: SS#: Date of Birth:

[ ] 1. Affidavit That Employment in Another Texas Public Institution of Higher Education is Contemplated and Will Restrict Access to my ORP Funds.

I hereby certify that I have permanently terminated my employment with Sam Houston State University, effective ... and further certify that I have accepted or anticipate employment in Texas Higher Education to be effective ... with (college/university) ...

[ ] 2. Affidavit That Employment has Permanently Terminated (Except as authorized by early or modified retirement programs).

I hereby certify that I have permanently terminated my employment with Sam Houston State University, effective ... and that I do not have an employment contract, either oral or written with any other Public Institution of Higher Education in Texas.

Signature of Employee: Date: Note: If you anticipate enrolling in retiree group insurance as an ORP retiree now or at a later date, you should refrain from withdrawing all ORP funds as this could affect insurance eligibility.

C. For Human Resources Department Use Only

- [ ] Employee did not exit interview
[ ] Employee Deceased - Date of Death
[ ] Original: Employee
[ ] cc: Records

D. Human Resources Certification

In accordance with provisions of the Optional Retirement Program this document will officially certify retirement vesting. If the employee is retiring or separating employment and has not vested by participating in the ORP for more than one year and one day, return the contributions designated as State ORP funds with an employee identifier. Do not close the account prior to receipt of last contribution report corresponding with separation date.

Note:

Employment Date: Retirement or Separation Date: ORP Vested: Yes No

Human Resources Representative: Date: