



Submit to TRA by mail or FAX to 651-297-5999 (original is not required).

Employer Verification of TRA Member's Last Day of Employment

TRA Member Name	TRA Number
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To TRA Member: Ask your employer to complete, date and sign this form. You must sign this form after verifying the date provided by your employer.

Your payments from TRA can begin once we have received your application, all required documentation and this completed form.

Note: If your last day of employment was over six months ago, this form is not required.

To Employer: TRA requires that you complete this form to verify the last day of employment for this TRA member. After completing the information below, return the form to your employee or send directly to TRA by mail or fax.

Definition of Last Day of Employment: *The last day of employment is the withdrawal of a TRA member from active teaching service, or approved leave of absence, by resignation or the termination of the member's teaching contract with the employer.*

Note: Submit a new form to TRA if there is a change in the last day of employment after you have submitted this form.

Last Day of Employment

MnSCU employer: Enter the MnSCU employee's FTE through their last day of employment:

FTE:

Employer Name	
Printed Name of Employer Representative	Title
Signature of Employer Representative	
Telephone Number	Date

Signature of TRA Member <i>I agree with the last day of employment provided by my employer</i>	Date
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