



Human Resources

Proof of Relationship Cover Sheet

revised 3/2016

HR use only

Date received

Initial

Employee

Retired Employee

Last Name

First Name

UT EID

Daytime phone number

Email address

Submit your required proof of relationship documents and forms to the Human Resource Service Center using any of the methods below. Be sure to include this cover sheet with your documents.

You can find information about Proof of Relationship Documents and Forms online: hr.utexas.edu/current/insurance/New_Emp_Benefits_cklst.html

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|-------------|--|
| E-mail | hrsc@austin.utexas.edu |
| Fax | 512-232-3524 |
| Campus mail | HRSC, J5600 |
| U.S. mail | Human Resources 101 E. 27th Street, STOP J5600 Austin, TX 78712-1573 |