Non-Employee Temporary ID Request

Section 1: For the Department

○ UTTYL ◉ UTHTY Department # _____

Effective Date _____ Requestor Name _____

Supervisor _____ Supervisor ID# _____

Payee's Relationship to the University

◉ Student ID# _____ ○ Prospective Employee ○ Other/Non-Employee

If Other/Non-Employee, explain: _____

Section 2: For the Payee

Last Name _____ First Name _____

Phone _____ SSN/Tax ID# _____

Address _____

City _____ State _____ Zip _____ Country _____

Reimbursements will be disbursed via check to the mailing address above.

Disclosure of your Social Security number (SSN) is required of you for the University of Texas at Tyler to help the Texas Comptroller of Public Accounts administer the state's tax laws and for other purposes, as mandated by Federal and State law. Further disclosure of your SSN is governed by the Public Information Act (Chapter 5562 of the Texas Government Code) and other applicable laws.

I certify that the information provided on this form is true, correct and complete.

Payee Signature _____ Date _____

Section 3: For Travel Services

Temporary ID# _____

◉ No State Holds

○ State Holds on TINS

Creator Name_____ Date Completed_____