Use this form to request a list of names and addresses from which mailing labels can be created.

Submit to [hristeam@txstate.edu](mailto:hristeam@txstate.edu).

**Contact person for this request:**

|  |  |
| --- | --- |
| **Reason:** |  |
| **Name:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Date Due:** |  |

**Type of Employee**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Faculty (50 – 100% FTE) *A,E,G,H,I,J* |  | Faculty (less than 50% FTE) *A,E,G,H,I,J* |
|  | Staff (50 – 100% FTE) *B,D,F* |  | Temporary Staff (hourly NSNR) *B,D,F* |
|  | Student Workers (hourly) *C* |  | Graduate Students *C* |

**Benefits Eligible**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**Include people not paid by Texas State**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**Division**

|  |  |  |  |
| --- | --- | --- | --- |
|  | All |  | Office of the President (1100) |
|  | Information Technology (1200) |  | Academic Affairs (1300) |
|  | Finance and Support Services (1400) |  | Student Success (1500) |
|  | University Advancement (1600) |  | Marketing & Communications (1900) |
|  | Round Rock Campus (2000) |  | VP for Research (2100) |
|  | Athletics (1700) |  | VP TXST Global (2200) |

|  |  |
| --- | --- |
|  |  |

**Address**

|  |  |
| --- | --- |
|  | Campus mail |
|  | Home (excludes employees who have elected privacy) |

**Please indicate any other selection criteria or special instructions:**

|  |
| --- |
|  |