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

Submit to 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:**

|  |
| --- |
|  |