

MISSISSIPPI STATE UNIVERSITY
Department of Human Resources Management
662-325-3713

AUTHORIZATION FOR RELEASE OF EMPLOYEE BENEFITS INFORMATION

I authorize the release of information concerning my employee benefits at Mississippi State University to the following individual(s). Please print name(s).

Employee Signature

Employee Printed Name

Date

MSU Employee ID Number

WITNESS SIGNATURE IS REQUIRED IF SIGNED WITHIN HUMAN RESOURCES MANAGEMENT.

Witness Signature

Date

NOTARY IS REQUIRED IF SIGNED OUTSIDE OF THE DEPARTMENT OF HUMAN RESOURCES MANAGEMENT.

STATE OF _____
COUNTY OF _____

Personally appeared before me, the undersigned authority in and for the said county and state, on this ____ day of _____, 20__, within my jurisdiction, the within named _____ who acknowledged that he/she executed the above and foregoing instrument as his/her own voluntary act.
Witness my signature on this ____ day of _____, 20__.

Notary Public

My commission expires:

Please return to:
Human Resources Management
Box 9603
Mississippi State, MS 39762

Authorization for Release of Employee Benefits Information Instructions

Mandatory Form

- Print the name(s) of the people you will allow the Human Resource Management Office to release information to concerning your employee benefits.
 - Sign the form
 - Print your name
 - Enter today's date
 - Enter your employee ID number
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- If you sign this form within the Human Resource Management office, someone in the office must sign this form and date it as a witness.
 - If you sign this form outside of the Human Resource Management office, you are required to have a notary public to witness, sign and stamp your form.
 - You will have to provide proper identification before the notary public will witness, sign, and stamp your form.
 - Do not sign your form unless you are standing in front of the notary public. If they don't watch you sign this form, they will not notarize your form.

Please send the completed form to the Human Resource Department via:

- In person: 245 Barr Ave, 150 McArthur Hall
- U. S. Mail: PO Box 9603, Mississippi State, Ms 39762
- Fax: 662 325-0753
- Secure e-mail: contact your benefit specialist listed on the website: hrm.msstate.edu for information how to send secure

email. To find your benefit specialist, view the home page, about us, our staff.

- Campus mailstop 9603