

Notice of Personal Information

The following notice is provided in accordance with Section 559.003(a) of the Texas Government Code:

- 1. With few exceptions, you are entitled on your request to be informed about the information The University of Texas System Administration collects about you;**
- 2. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information; and**
- 3. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas System Administration correct information about you that is held by The University of Texas System Administration and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32, *Texas Public Information Act*.**

The information that The University of Texas System Administration collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Dependency Certification of a Grandchild

I, _____ (**Name of Employee**), certify that _____ (**Name of Child**) is a dependent of mine for federal income tax purposes. I agree to notify The University of Texas System in writing within thirty (30) days after the above-named child is no longer claimed as a dependent of mine for federal income tax purposes. I understand that the furnishing of false information or the failure to notify the System of any changes in dependency status may result in the denial of coverage and repayment of any benefits paid.

Signature of Employee

Date

Witness

Date