

## EMPLOYEE CHANGE OF NAME OR ADDRESS

Name: \_\_\_\_\_  
(as it appears on G.I.S.D. records)

Social Security Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_

### Procedure for Name or Address Changes

- **Contact TRS if you are a member requesting a name change.** Your request must be in writing, the written notice must contain both your social security number and your signature. You must also include a copy of a court order or marriage license which authorizes your name change. There is no TRS form available to change your name.

**(Mail to:) Teacher Retirement System  
1000 RED RIVER STREET  
Austin, TX 78701-8779  
Questions call: 1-800-223-8778**

- **Address Change** – for TRS-forms are located in Human Resources
- **Human Resources** – Social security card copy needed to change name in system
- **W-4 form** – Update for name change only. Forms are located in Human Resources

New Name Change: \_\_\_\_\_

Mailing Address and Phone number change:

\_\_\_\_\_

City State Zip Code

Phone Number: \_\_\_\_\_  
Area Code Number

### **Open Records Act**

*The home address and telephone number of each employee may be withheld from public access upon request of the employee.*

### **Please Circle Each Appropriately**

Home Address Confidential: Yes No

Telephone Number Confidential: Yes No

Signature \_\_\_\_\_ Date \_\_\_\_\_