



## EMPLOYEE INFORMATION CHANGE/UPDATE FORM

Please complete and sign this form to update your name and/or contact information.  
Submit the form to the KISD Human Resources Department.

\*It is important to maintain the correct contact information in order to ensure your financial documents and other correspondence reach you in a timely manner.\*

Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Name on Social Security Card \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

The Teacher Retirement System(TRS) requires updates to be completed online via the *my*TRS portal or by mailing in a Change of Address Notification form TRS358.

Strict guidelines are enforced by TRS. Changes must be made within 30 days of the event date.