



TEXAS TECH UNIVERSITY™

Employee / Student
Name and/or Social Security Number Change Request
(A copy of your new Social Security Card will be required)

Please change my information as indicated below:

Former Name: Last First Middle
New Full Legal Name Last First Middle
Current Social Security Number Last First Middle
Former Number (HR System): Former Number (Student System):
(Only if Social Security Number Changed)

Are you a Texas Tech Student currently enrolled or applying? Yes No Semester Last Enrolled:
Are you an employee of Texas Tech University or Texas Tech University Health Science Center? TTU HSC

Please mail, fax or bring completed form, with a legible copy of your New Social Security Card to
Human Resource Services or Office of the Registrar

Human Resource Services
Employee Service Center
Room 135- Drane Hall
Mail Stop 41093
Lubbock, Texas 79409-1093

Office of the Registrar
West Hall Room 103
MS 45015
Lubbock, Texas 79409-5015

Telephone:(806) 742-3851
Fax: (806) 742-1371

Telephone: (806) 742-3661
Fax: (806) 742-4765

Signature (required): _____ Date: _____

Insurance Eligible Employees:

*In order to process your name change for your insurance please visit the ERS website at www.ers.state.tx.us and click
“ERS OnLine Log-in.” You will be required to have your username and password. If you do not have your password, go
to ERS Online, click on “Need a new password?” Please make sure the Human Resource Services department has your e-
mail address on file prior to requesting a new password on the ERS website.

*If you are a participant in Teacher Retirement System (TRS), please indicate reason for change and mail this completed
form to:

Reason for Change:
(A TRS requirement)
Teacher Retirement System of Texas
1000 Red River Street
Austin, Texas 78701-2698
Telephone: (800) 223-8778

If you are a participant in Optional Retirement Program (ORP), and/or have a Tax Sheltered Annuity (TSA) you will need
to contact your carrier(s) directly to process your request.