



Name and/or Social Security Number Change

Employee or Student

(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:

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 Sciences Center? TTU HSC

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

Human Resource Services:

Employee Service Center
Doak Conference Center Room 161
Mail Stop 1093
Lubbock, Texas 79409-1093
Telephone: 806.742.3851
Fax: 806.742.1371

Office of the Registrar:

West Hall Room 103
MS 5015
Lubbock, Texas 79409-5015
Telephone: 806.742.3661
Fax: 806.742.4767

Signature: _____ 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 email address on file prior to requesting a new password on the ERS website.

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

Reason for change: (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.