



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

Please change my information as indicated below:

New Full Legal Name: _____
Last First Middle

Previous Name: _____
Last First Middle

Social Security Number: _____
Previous SSN (only if SS# has changed) HR System: _____ Student System: _____

Are you a TTUHSC Student currently enrolled or applying? __Yes __No

Semester Last Enrolled: _____

Are you an employee of TTUHSC? __Yes __No

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

**Human Resources
Room 1B100
Mail Stop 8100
Lubbock, TX 79430
Telephone: (806) 743-2865
Fax: (806) 743-2882**

**Office of the Registrar
Room 2C400
Mail Stop 8310
Lubbock, TX 79430
Telephone: (806) 743-2300
Fax: (806) 743-3027**

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 Resources 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.