



**Texas Southern University**

Department of Human Resources and Payroll Services  
3100 Cleburne | Houston, Texas 77004

**NAME AND ADDRESS CHANGE FORM**

\*\*Notice: This form should be completed if your name and/or address changed since your last SIGN-IN.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

EMPLOYEE T#: \_\_\_\_\_

**NAME CHANGE**

FROM: \_\_\_\_\_  
Last First M.I.

TO: \_\_\_\_\_  
Last First M.I.

**ADDRESS CHANGE**

NEW ADDRESS: \_\_\_\_\_  
Street Name and Number

\_\_\_\_\_  
City State Zip

**PHONE NUMBER**

NEW NUMBER: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\*Note for Teacher Retirement System (TRS) members: TRS requires notification in writing when changing your name. The written notice must contain both your social security number and your signature, also a copy of a court order or marriage license. TRS name change must be done prior to change with TSU.