# 

## Request for name change or address/phone change

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| employee profile | | | | | | | | | |
| Employee Name: | |  | | | Social Security #: | |  | | |
| Date: | |  | | | Date Effective: | |  | | |
|  | | |  | |  | | |  | |
| address change | | | | | | | | | |
| Address Change: |  | Old Address: | |  | | City, State, Zip: | | |  |
|  |  | New Address: | |  | | City, State, Zip: | | |  |
| Phone Number |  | Old Number: | |  | |  | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| name change | | | | | | |
| Your name as it is currently listed on your TBR Record | | | Your name as is should appear & as supported by your documents | | | |
| Prefix |  | | Prefix | |  | |
| First name: |  | | First name: | |  | |
| Middle |  | | Middle | |  | |
| Maiden |  | | Last name | |  | |
| Last name |  | | Suffix | |  | |
| Suffix (Jr., Sr.) |  | |  | |  | |
|  |  | |  | |  | |
| **Reason for Name Change (if marital status change, please indicate new status)** | | |  | | | |
| Required Documents: Completed form, social security card, and related document (i.e. marriage certificate, divorce decree, or court order, etc. I understand that I cannot change my legal name as it appears on my birth certificate and/or with the Social Security Administration without supporting legal documents. | | | | | | |
| **Do you want to change your computer user name?** | |  | | If yes, complete the Computer Account Request Form and return it to the Office of Human Resources. You will be notified once the steps required to change your user name have been completed | | |
| I assume responsibility for the consequences or problems that may occur as a result of this change of my name. It is not my intent to defraud the Tennessee Board of Regents. | | | | | | |
| Signature: | | | | | | Date: |

Office Processing Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_