

THE UNIVERSITY OF ALABAMA®

Department of Human Resources Address and Name Change Form

If this change has been requested in myBama, you do not need to complete this form. Direct questions to HR Service Center (205) 348-7732.

PLEASE PRINT CLEARLY AND COMPLETE ONLY THE SECTIONS REQUIRING UPDATES.

Name: _____ CWID: _____

Current Status: Employee Retiree Last 4 Digits of SSN: _____

Name Change: Name changes can only be processed after you obtain an updated Social Security Card with the new name. A copy of the card must be presented to make the change. The name will be changed to what is listed on the Social Security Card.

Current Name on File: _____

New Name: _____

Address Change

If address is *temporary*, please indicate From/To dates: From: _____ To: _____

New Mailing Address: _____

Local Phone: (____) _____ - _____ Add Change Delete Make Primary

Campus Phone: (____) _____ - _____ Add Change Delete Make Primary

Cell Phone: (____) _____ - _____ Add Change Delete Make Primary

Personal Email Address: _____

Notice to Employees: By completing and submitting this form, you authorize The University of Alabama to change your personal information in myBama for payroll and benefits purposes.

Notice to Retirees: Human Resources will notify all benefit providers of address changes with the exception of Teachers' Retirement System (TRS). TRS requires that members complete, sign and submit their address change form. The form can be accessed at www.rsa-al.gov/trs/forms/.

Signature: _____ Date: _____

Return completed form to HR Service Center by: Mail: Box 870174 Tuscaloosa, AL 35487 Fax: (205) 348-8755 Email: hsvctr@ua.edu

HR Use Only (Initial): _____ Banner _____ Retirement Database _____ Benefit Providers