



**Employee Data Change**  
**CONFIDENTIAL**

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

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EFFECTIVE DATE OF THIS CHANGE: \_\_\_\_\_

**Directions:** Complete the appropriate space to request a personal information change. You may be required to provide supporting documents. Note that failure to provide the supporting documents may delay your change request.

**NAME CHANGE:**

(Former Name) \_\_\_\_\_  
Last First Middle

(New Name) \_\_\_\_\_  
Last First Middle

**\*NEW ADDRESS:**

\_\_\_\_\_ Street Unit/Apt#  
\_\_\_\_\_ City State Zip Code

\* Please note: If you are a current TIAA-CREF 403(b) participant and your mailing address has changed, please notify TIAA-CREF directly of your change of address, to ensure that you continue to receive important information regarding your 403(b) retirement account. Address changes can be made with TIAA-CREF by phone: 1-800-842-2252 or online: tiaa-cref.org.

NEW HOME PHONE: ( ) \_\_\_\_\_ - \_\_\_\_\_ NEW CELL PHONE: ( ) \_\_\_\_\_ - \_\_\_\_\_

NEW MARITAL STATUS: \_\_\_ Single \_\_\_ Married \_\_\_ Registered Domestic Partner

NEW EMAIL ADDRESS: \_\_\_\_\_

**NEW EMERGENCY CONTACT INFO:**

\_\_\_\_\_ Name Relationship

**NEW EMERGENCY CONTACT PHONE #S:**

( ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_  Cell  Home  Work  Pager  Other \_\_\_\_\_

( ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_  Cell  Home  Work  Pager  Other \_\_\_\_\_

**If you have a restraining order on anyone we would like you to make us aware of that order so that we may explore what confidential security measures are necessary to ensure a safety and that of others in the work place. Do you have a restraining order on anyone at this time?**

(INITIAL) \_\_\_\_\_ YES \_\_\_\_\_ NO

OTHER CHANGE: (describe here)

\_\_\_\_\_

SIGNATURE

DATE

**DO NOT WRITE BELOW THIS LINE – HR USE ONLY**

ENTERED INTO FE BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ENTERED IN ADP BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FE ENTRY VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ADP ENTRY VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_