



MIDWESTERN STATE UNIVERSITY

Human Resources Department

3410 Taft Boulevard Wichita Falls, Texas 76308-2099

Office: 940-397-4221 Fax: 940-397-4780

Information Change Form

Have you ever been employed by MSU? Yes No Have you ever been a student at MSU? Yes No

Name: _____

Department: _____

Social Security#: _____ Mustang ID #: _____

If applicable, this information will be provided to the Employees Retirement System of Texas (ERS) and the Teacher Retirement System (TRS) to maintain administration of your benefits. (Optional Retirement Program (ORP) participants must notify their carriers directly.)

PLEASE CHECK APPLICABLE UPDATE REQUESTS:

Address Change: _____, _____,
(Street Address) (Apartment #)
_____, _____,
(City) (State) (Zip Code)

Telephone Number Change: Home: (____) ____ - ____
Cellular: (____) ____ - ____ Work: (____) ____ - ____

Update E-mail Address:
Preferred campus email: _____

Name Change: Return this form to Human Resources if you have ever been employed by MSU or to the Registrar's Office if your status at MSU is/was as a student only. Provide original updated Social Security card and legal documentation such as a court order, marriage certificate, or divorce decree.

Reason for change: _____

Previous Name (Print): _____

New Name (as appears on SS card): _____

(SIGNATURE)

(DATE)

Office Use Only: Entered in Banner _____ ERS _____ TRS _____

Distribution of form: Human Resources

Registrar

Payroll