



HUMAN RESOURCE MANAGEMENT OFFICE

10/2008

ADDRESS CHANGE AND/OR NAME CHANGE*

*(Name Change form must accompany Personnel form completed at unit level AND a copy of the social security card.)

(Please print in blue or black ink or type.)

Last Name, First, MI (name currently on file)

Last Name, First, MI (name changing to)*

* **MUST** be identical to name listed on Social Security Card.

LSU ID Number

Work Location

Effective date of change: ____/____/____

Type of Employee (check one):

- ____ Academic (9 month)
- ____ Salary/Academic-12 mo/GA (paid monthly)
- ____ Civil Service or Transient (paid biweekly)
- ____ Student (paid biweekly)

Please change my address and/or name on the following file(s)

[MARK ONLY THE ONES THAT APPLY TO YOU]

YES NO

- Payroll Address (address appearing on pay check or direct deposit ticket)
- Permanent Home Address
- Savings Bonds
- Travel Checks
- Thrift Savings Plan Account (LCES Federal Appointments **only**)
- Tax Saver Flexible Benefits Plan (Health Care &/or Dependent Care Spending Account Only)
- All state medical/life insurances (PPO, EPO, MCO, HMO, LSU First)
 - o If Name Change, contact AgCenter HRM for additional form
 - o If you have insurance coverage with any other carrier (i.e. dental, vision, etc.), you must notify that carrier directly of any address/name changes. Some forms may be downloaded from the HRM website at http://www.lsuagcenter.com/en/administration/about_us/Human_Resources/Forms/.

You must contact the individual retirement system **directly** to report address/name changes. Some retirement systems post an address change form on their web site. Links to the various retirement systems can be found on the HRM website at http://www.lsuagcenter.com/en/administration/about_us/Human_Resources/Links/.

NEW ADDRESS:

New Phone Number (optional): _____

Signature _____ **Date** ____/____/____

The **Payroll Address** is used for mailing the W-2 form after an employee terminates. It is especially important to provide a forwarding address at the time of separation.