



Change of Name & Address Form

(Please Print)

New Name _____

Prior Name _____

New Address _____

Prior Address _____

Telephone # _____

Other Telephone # _____

Department _____

Title _____

Telephone Extension _____

Effective Date of Change _____

Signature _____

Return this form to: Human Resources Department

Human Resources will notify: Payroll Office (S. Nesmith), Mail Room (N. Shayner), Strategic Advancement (K. Eastman)

A Reminder to You...

- ***If you have an account with TIAA-CREF, please call 1-800-842-2776 to change your address.***
- ***If you have an account with Ameriflex (Flexible Spending Account, please call 1-888-868-3539 or stop by the Human Resources Department to complete the Ameriflex change of address form.***