

Human Resources

## Notification of Employee Name Change

Please complete and choose "submit"  
To notify the Human Resources Department

Employees should complete the information below as it is currently listed in the Birdville system:

Employee:	Social Security #:	Date:
Campus/Dept:	Current Position:	ID#:

Current Name :

Request Name Change to:

My address has not changed. It is correct in the Birdville system.

I have a new address. I agree to update my address on the Birdville website.

I have supplied Human Resources with a copy of my new social security card reflecting my name change.

If you wish to update your primary or alternate beneficiaries with the Teacher Retirement System of Texas, please complete a TRS 11 [Designation of Beneficiary] form. You may access the TRS 11 from the Birdville website at [www.birdvilleschools.net/Human Resources / Forms. <Access TRS 11 Form>](http://www.birdvilleschools.net/HumanResources/Forms/Access%20TRS%2011%20Form). Completed TRS 11 forms should be mailed directly to TRS in Austin

If you are a certified employee, please notify State Board for Educator Certification of your name change at <<[www.tea.state.tx.us](http://www.tea.state.tx.us)>>

Completion of this form authorizes the Human Resources Department to make the requested changes.

Issues experienced submitting this form electronically could be due to your browser or email settings.

You are welcome to submit you U completed . D U H Q . H D U E \ via email or by fax.

Human Resources Fax: 817. .5

The following section will be completed by an HR Representative. .

Notification of the above change has been forwarded to the following departments:

Accounting  
AESOP [Sub Locator]  
Insurance/Benefits

Employee's Personnel File  
Payroll Department

Worker's Comp  
TIMS [email address update]

Please Note:  
Name changes cannot be processed  
During the 25<sup>h</sup> – 6<sup>h</sup> of the month

Updates Completed / Human Resources  
Email Notification  
Locator Card  
Personnel File  
System Update