

Bexar County Human Resources

Human Resources
211 S. Flores Street
San Antonio, Texas 78204



HR@Bexar.org
(210) 335-2545 Phone
(210) 335-2558 Fax

Employee Name/Address Change Form

All correspondence to employees will be mailed to the address on file in Human Resources. Please be certain that Human Resources has your most recent address and that any changes to your address are submitted as soon as possible to one of the following:

Fax to: **(210) 335 - 2558**

or mail to: **Human Resources
211 S. Flores Street
San Antonio, Texas 78204**

Employee Name: _____ Contact Phone Number for Questions: _____

Employee Social Security Number: _____ Employee Number: _____

Name Change

Attaching a Copy of the New Social Security Card AND New Driver's License is required.

Previous Name: _____
Last First M.I.

New Name: _____
Last First M.I.

Spouse's Name: _____ Spouse's Date of Birth: _____

Is Spouse a County Employee? Yes No If yes, Spouses Employee Number: _____

Address Change

Old Address: _____
Street Apt. City State Zip Code

New Address: _____
Street Apt. City State Zip Code

Does this change also apply to any dependents? Yes No

Phone Change

Telephone Numbers: Home: _____ Cell: _____ Work: _____

Work Cell: _____ Other: _____

Employee Signature: _____

Date: _____

NOTE: This form will not be processed without a signature

Form Revised 9/04/2012



Change of Address

NOTICE

You can update your address online when you sign in to your account at www.TCDRS.org.

YOUR INFORMATION

SSN*	FIRST NAME*	MIDDLE NAME	LAST NAME*
HOME PHONE		MOBILE PHONE	

NEW ADDRESS

MAILING ADDRESS*	CITY*	STATE*	ZIP*
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YOUR CERTIFICATION I authorize the Texas County & District Retirement System to update my address to that listed above.

SIGNATURE X	DATE
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*** REQUIRED FIELDS**

Any corrections or whiteouts must be initialed.