Do you need to change your W-4? You can go to Single Sign On and make changes in HRConnect.

Do you need to make changes to your insurance benefits? Call ext. 2630 to speak with your dedicated HR Generalist.

Do you need to update your Beneficiary Information?

- Teacher Retirement System of Texas (TRS)-You can find the form at http://www.trs.state.tx.us/benefits/forms/form_11.pdf. Once you complete the form it should be mailed to TRS. The form will need to be notarized. This can be done here in the Human Resources Office for free.

- Optional Retirement Program-You will need to contact your vendor for a beneficiary form. You can find a list of provider phone numbers at http://www.tamus.edu/offices/benefits/retirement/activevendors/.

- Do you have life insurance and/or accidental death and dismemberment insurance with the University? You can update your beneficiary information by logging on to Single Sign On and making changes through IBenefits.

Other agencies/departments you may want to notify.

<table>
<thead>
<tr>
<th>Department</th>
<th>Ext.</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions &amp; Records (Student Records)</td>
<td>X2624</td>
<td><a href="mailto:admis@tamucc.edu">admis@tamucc.edu</a></td>
</tr>
<tr>
<td>Accounts Payable (Reimbursements)</td>
<td>X5780</td>
<td><a href="mailto:mary.couteau@tamucc.edu">mary.couteau@tamucc.edu</a></td>
</tr>
<tr>
<td>Computer Helpline (E-mail)</td>
<td>X2692</td>
<td><a href="mailto:computer.helplin@tamucc.edu">computer.helplin@tamucc.edu</a></td>
</tr>
<tr>
<td>Phone Directory (Must notify HR first)</td>
<td>X3407</td>
<td><a href="mailto:michael.williamson@tamucc.edu">michael.williamson@tamucc.edu</a></td>
</tr>
<tr>
<td>Purchasing (Procurement Card)</td>
<td>X2777</td>
<td><a href="mailto:ruben.gonzalez@tamucc.edu">ruben.gonzalez@tamucc.edu</a></td>
</tr>
<tr>
<td>Sand Dollar Office</td>
<td>X5538</td>
<td><a href="mailto:sterling.kelly@tamucc.edu">sterling.kelly@tamucc.edu</a></td>
</tr>
<tr>
<td>Travel (Travel or Department Billed Card)</td>
<td>X2749</td>
<td><a href="mailto:gracie.olalde@tamucc.edu">gracie.olalde@tamucc.edu</a></td>
</tr>
</tbody>
</table>

To update your Drivers License you will need to go to the Texas Department of Public Safety. The local office is located at:

1922 South Padre Island Drive
Corpus Christi, TX 78416-1399
361-698-5625

For instructions on how to access Single Sign On or instructions on how to make changes via HRConnect and/or IBenefits, please call 361-825-2630.
How To Change or Correct the Name on Your Social Security Card

Take or mail your completed application and documents to your local Social Security office.

Social Security Administration (SSA)

3801 S Port Ave

Corpus Christi, TX 78415

You must submit a Completed Application For A Social Security Card (Form SS-5). For an application visit http://www.ssa.gov/online/ss-5.html.

Submit Form SS-5 with evidence of:

- Legal name change; and
- Identity; and
- U.S. citizenship (if you have not already established your citizenship with us), or immigration status if you are not a U.S. citizen.

⭐ All documents submitted must be either originals or copies certified by the issuing agency. The SSA will not accept photocopies or notarized copies of documents.

Any document you mail to us will be returned to you.

Identity

You must present a recently issued document as proof of your legal name change. Documents to prove a legal name change include:

- Marriage document;
- Divorce decree;
- Certificate of Naturalization showing a new name; or
- Court order for a name change.

If the document you provide for a legal name change does not give enough information to identify you or if you legally changed your name more than two years ago, then you also must show us two identity documents including:

- One document in your old name; and
- A second document with your new legal name.
- In addition to your name, these documents also must contain identifying information or a recent photograph.

Citizenship

If you are a U.S. citizen born outside the United States and your SSA records do not show you are a citizen, you will need to provide proof of your U.S. citizenship. If you are not a U.S. citizen, you will be asked to present your current immigration documents.

The New SS Card

- The new card will have the same number as your previous card, but will show your new name.
- The SSA will mail your card to the address you provide as soon as they have all of your information and have verified your documents. (1-3 weeks in most cases)
- Keep your Social Security card in a safe place. It is an important document. Do not carry it with you.