



Birdville Independent School District
Personnel Services

Notification of Employee Name Change

Please complete and click "SUBMIT"
to notify Personnel Services.

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

| | | |
|--------------|--------------------|-------|
| | | Date: |
| Employee: | Social Security #: | PS#: |
| Campus/Dept: | Current Position: | |

Current Name:

Please Change My Name to:

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

I have supplied Personnel Services with a copy of my new social security card.

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 through the BISD website. From the **Birdville Homepage**, click: **Human Resources/Name and Address Changes**. The TRS 11 form should be mailed directly to TRS in Austin.

If you are a certified employee, please notify the **State Board for Educator Certification** at: www.sbec.state.tx.us.

Completion of this form authorizes Personnel Services to make the requested changes.

Problems experienced submitting this form electronically could be due to your browser or email settings. You are welcome to submit your completed form to the attention of Toni Powers via email or by fax.

Toni_Powers@birdville.k12.tx.us

Personnel Services Fax: 817.831.5721.

Personnel Services will complete all information below this line. Thank you.

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

Accounting
Sub System
Insurance

Personnel File
Payroll Department
TIMS/Email

Worker's Comp

Changes documented/Personnel Services:

Locator Card
Notification Email
Personnel File
PeopleSoft

Personnel Services
Notification Process Completed: