



LAMAR INSTITUTE OF TECHNOLOGY

A Member of The Texas State University System

NAME/ADDRESS/TELEPHONE CHANGE FORM

Note: You may complete some of these changes through your Self-Service Banner (SSB) account.

NAME: _____ T#: _____

Name Change:

New Name: _____

A copy of your new SS card is required

Address Change: _____

Street Address or P.O. Box Number

City

State

Zip Code

Phone Number Change: _____

Email Address Change: _____

New Emergency Contact: _____

Name

Phone Number

Relationship

Employee Signature

Date

Please note: LIT will update your address with ERS; however, you are responsible for updating your address with TRS or with your ORP vendor. To update your address with TRS, you can log into MyTRS and update it online.