University of South Alabama
Retiree Name/Address Change Form

The following personal data is requested to assist the University and Human Resources with notifying you as a USA Retiree of special events and correspondence associated with the University of South Alabama. Information provided on this form is for University business purposes only. Please complete changes in name, home address, e-mail address and/or family salutation below. You may also contact Ms. Angie James at 460-6133 for further assistance.

Current Name: _____ _____ _____
First Name Middle Name Last Name

Revised Name: _____ _____ _____
First Name Middle Name Last Name

Current Family Salutation: _____
(example Mr. & Mrs. John Smith, III)

Current Address: _____
Home Street Address

_____
City State Zip Code

E-mail address (optional): _____

Would you prefer correspondence be sent to you via e-mail or paper? Check one:

___ E-mail (if e-mail, please provide e-mail address in space provided above) ____ Paper

Return completed form to:

Ms. Angie James
Department of Human Resources
University of South Alabama
USA Technology and Research Park
Bldg. III, Suite 2200
Mobile, AL 36688-0002

or FAX to: 251-460-7483

If you are a retiree who has returned to work at the University of South Alabama, then you will need to complete the Change of Name Form for current employees. The form is also found on the Human Resources website under "Forms".

We thank you in advance for your assistance in providing updated information. This will ensure accuracy of our records.