

## Personal Information Change Form

I am submitting this form to change my (check all that apply and complete form with new information):

- Name (must match name of Social Security Card)
- Marital status
- Military status
- Correct Social Security Number
- Correct Date of Birth

TO SUBMIT A NAME CHANGE, ATTACH A COPY OF YOUR NEW SOCIAL SECURITY CARD, OR THE 'RECEIPT FOR APPLICATION' FOR A NEW CARD

\_\_\_\_\_  
Employee ID or Last 4 numbers of Social Security Card

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Last Name (include suffix, if applicable)

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name or Initial

**Married:**     Yes     No    TO SUBMIT A MARITAL STATUS CHANGE, ATTACH A COPY OF YOUR MARRIAGE CERTIFICATE OR DIVORCE DECREE

### Military Information *(Check all that apply)*

- Not applicable
- Disabled Veteran      a veteran 1) of the U.S. military ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or 2) who was discharged or released from active duty because of a service-connected disability
- Vietnam-Era Veteran      a veteran whose active military, naval or air service was during the period August 5, 1964 through May 7, 1975 who served on active duty for more than 180 days and was discharged with other than a dishonorable discharge or because of a service-connected disability
- Other Protected Veteran    a veteran who served on active duty in the U.S. military ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense
- Armed Forces Service Medal Veteran    a veteran who, while serving on active duty in the U.S. military ground, naval or air service participated in a U.S. military operation for which an Armed Forces Service Medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159)
- Recently Separated Veteran    a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military ground, naval or air service

Military Status:     Active Reserve     Inactive Reserve    Separation Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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*Processing Office Use Only*

Pay Group \_\_\_\_\_

Employee ID # \_\_\_\_\_

Entered by \_\_\_\_\_

Audited by \_\_\_\_\_

Date Received in Processing \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail form to: Vanderbilt HR Processing, PMB #407718, 2301 Vanderbilt Place, Nashville, TN 37235-7718

Deliver form to: HR Processing, 1000 Baker Building, Nashville, TN 37203