

HOW TO SUBMIT:	DROP OFF or MAIL IN	EMAIL	FAX
	8401 United Plaza Blvd, Ste 300 Baton Rouge LA 70809	<i>web.master@trsl.org</i>	(225) 925-4779



**Save trees & your time!** Active members (not participating in DROP) can change their name online through TRSL's secure Member Access... no paper forms to mail or fax! Once logged in, select "Change Your Name" from the "My Self Service" drop-down menu.

- If you're not registered, visit our website at [www.TRSL.org](http://www.TRSL.org), click on "Member Access" and follow the instructions to create a user ID and password.
- Once registered, you can view your personal retirement information, like beneficiary designations and service credit, and enjoy other self-service features, such as creating a benefit estimate or applying for retirement.

## Section 1 — Member information

**NEW** name: Last, first, MI, suffix (Jr., III, etc.)

Social Security number (###-##-####) - New name should match card

**Previous** name: Last, first, MI, suffix (Jr., III, etc.)

Daytime telephone number (include area code)

## Section 2 — Employer information

Agency name

Date of hire (mm/dd/yyyy)

## Section 3 — Signature of authorization

Signature of member or authorized agent (DO NOT PRINT OR TYPE)

Date signed (mm/dd/yyyy)

