



Human Resources
4901 E. University
Odessa, TX 79762
P: 432-552-2747
F: 432-552-3747

Change of Name, Address and Telephone Number Form

Employee ID _____

Name: _____
Please Print First MI Last

Confirm Old Information

Address: _____

City: _____ State: _____

Zip/Postal Code: _____ Country _____

Email: _____

Phone: (____) _____ - _____

New Information

Name (If changed): _____

Address: _____

City: _____ State: _____

Zip/Postal Code: _____ Country _____

Email: _____

Phone: (____) _____ - _____

Signature: _____ Date: _____