

SAMFORD UNIVERSITY

Human Resources Department

Change of Personal Contact Information Form

Name: _____ Date: __/__/____

Samford I.D. or Social Security Number: _____

Complete only those items you wish to change.

Address: _____
(This address will be used as your permanent mailing address. Do not abbreviate any part of the name of a street, road, lane, avenue, etc.)

City: _____ State: _____ Zip: _____

Home Phone: _____ Dept. Phone: _____

Bldg./Room #: _____ Fax #: _____

This form should not be used to communicate changes in marital status. Changes in marital status, which affect benefits coverage, should be communicated to Amy Key at 205-726-2469 or aekey@samford.edu.

Return this form to Human Resources:

- Campus Mail: Room 302 Samford Hall
- Fax: 205-726-4027
- Email: lvines@samford.edu
- Mail: Samford University
Human Resources
800 Lakeshore Drive
Birmingham, AL 35229