



# Change in URS Records

- INSTRUCTIONS:**
1. Use this form to update the following with URS; Address change, name change and/or marital status.
  3. Complete Sections A and E for all changes.
  4. Complete Sections B, C and/or D where changes are needed.
  5. Supporting documentation is required if you are submitting a name change.
  6. Type or print clearly using black ink. Sign and return to URS.

<b>SECTION A » MEMBER INFORMATION</b>			
Name (First, Middle, Last)		Social Security Number or Account Number	
<b>SECTION B » ADDRESS CHANGE/CORRECTION (List new address here.)</b> Complete this section to update or correct your address on file with URS.			
Mailing Address			
City		State	Zip
Primary Phone Number	Secondary Phone Number	Email Address	
<b>SECTION C » NAME CHANGE</b>			
Complete this section to notify URS that your name has changed. <b>Supporting documentation is required.</b> URS will accept the following as supporting documentation: a valid driver's license, government-issued identification (examples: valid passport, military identification), a marriage certificate, or court-order legal documents.			
Previous First Name		Previous Middle Name	Previous Last Name
New First Name		New Middle Name	New Last Name
<b>SECTION D » MARITAL STATUS CHANGE</b>			
Complete this section to notify URS that your marital status has changed.			
<input type="checkbox"/> Married	Marriage Date _____	Spouse Name _____	
		Spouse Date of Birth _____	
<input type="checkbox"/> Divorced	Date of Divorce _____		
<input type="checkbox"/> Widowed	Spouse Date of Death _____		
<b>Note:</b> A divorce or annulment revokes your designation of a former spouse as a beneficiary. If you wish to re-designate your former spouse as a beneficiary, submit a Beneficiary Designation Form (MECF-1B) to URS after the date of divorce.			
<b>SECTION E » MEMBER AUTHORIZATION</b>			
By signing below, I hereby certify that the information I have provided on this form is true, complete, and correct.			
Member's Signature			Date