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Your Responsibilities as a TRS Member

Keep Your Mailing Address Current

To receive your annual statement of account, newsletters, election ballots, information brochures, and other important communications, please inform TRS of any address change. You must complete and mail to TRS a [Change of Address Notification form \(TRS 358\) \(pdf\)](#).

Notify TRS of Name Changes

TRS requires notification in writing when you change your name. The written notice must contain both your Social Security number and your signature. You must also include a copy of a court order or marriage license that authorizes your name change. There is no TRS form for submitting a name change. If you are working for a TRS-covered employer when your name changes, you must officially change your name in your employer's records to ensure that your employer's records and TRS records match.

Keep Beneficiary Designation Current

TRS mails a [Designation of Beneficiary form \(TRS 15\) \(pdf\)](#) to you after your membership begins. You should complete and return the form to TRS immediately. A completed form instructs TRS on how to distribute valuable active member death benefits, so keeping your beneficiary designation current is important. You should review your beneficiary designation when significant life events occur such as marriage, divorce, birth of a child, death of a spouse or designated beneficiary, or if the beneficiary becomes eligible for Medicaid or other "needs-based" assistance programs. **A divorce does not automatically revoke your former spouse as beneficiary.** Please see the topic "Beneficiary Designation by Members" in the [TRS Benefits Handbook \(pdf\)](#).

Earning your trust every day.

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