

## RETIREE INFORMATION FORM

This form is used to provide or verify information for **Marshall University retirees** for inclusion in the Banner HR™ human resources information system. The information from Banner HR™ is used in the publication of the Marshall University Faculty/Staff Telephone Directory. The Telephone Directory includes a section on retirees. A copy of the retiree section of the Marshall University Faculty/Staff Telephone Directory will be sent to each retiree completing this form. This form can be used either to register a retiree initially or to update information such as home address, home telephone number, home e-mail address, etc. The form can be sent as frequently as necessary to register changes. Persons needing assistance with this form can contact Human Resource Services at the address above. This form can be filled out on screen and then printed and mailed to Human Resource Services at the address above. By placing the cursor at each field where information can be entered, the user may key in the appropriate information. The form feature requires Adobe Acrobat Reader™ version 5.0. If the cursor does not work, the computer may not be equipped with the proper version of Acrobat Reader™. In that case or if otherwise desired the form can be printed out without filling in the fields and then completed using pen-and-ink or typewriting. The same information requested in this form can be sent in the form of a letter if more convenient for the retiree. *Marshall University appreciates the service provided by its retirees! It is our hope that our retirees are well, safe and successful in all their pursuits!*

|  |  |
|--|--|
| Name Prefix (Dr., Mr., Mrs., Ms., Miss, etc.): |  |
| First Name/First Initial:                      |  |
| Middle Name/Middle Initial:                    |  |
| Last Name:                                     |  |
| Name Suffix (Jr., II, etc.):                   |  |

**The information in the next block is required to establish a record for the retiree in the Banner HR system. None of the information in the next block is published in the Telephone Directory. Without this information, however, a record cannot be established in Banner HR, and name/address information on the retiree cannot be published in the Telephone Directory.**

|   |                                |
|---|--------------------------------|
| Social Security Number:   |                                |
| Date of Birth (mm/dd/yy):   |                                |
| Ethnicity (White, Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native): |                                |
| Gender:   | [    ] Male      [    ] Female |
| U. S. Citizen:  | [    ] Yes      [    ] No      |

### Former Marshall University Employment Information

|  |  |
|--|--|
| Job Title at Retirement:                     |  |
| College, Dept. or Office from which retired: |  |

### Address, Telephone Number, E-mail Address Information

|  |            |
|--|------------|
| Home Address (Line 1):                     |            |
| Home Address (Line 2, if needed):          |            |
| City:                                      |            |
| State:                                     |            |
| ZIP Code:                                  |            |
| Home Telephone Number (include area code): | (        ) |
| Home E-mail Address:                       |            |

**Permission for Publication:** I hereby grant permission to publish my name, home address, home telephone number, and home e-mail address (as applicable) in the Marshall University Faculty/Staff Telephone Directory. I understand that I may revoke this permission by submitting a subsequent form if received prior to the cutoff date for publication of the Telephone Directory. **YES** below means that you grant permission for such publication. **NO** below means that you do not wish information published about yourself.

|                         |                  |      |  |
|-------------------------|------------------|------|--|
| [    ] <b>YES</b>       | [    ] <b>NO</b> | Date |  |
| Signature (pen-and-ink) |                  |      |  |