**Email this form to:** [robert.smits@thomsonreuters.com](mailto:robert.smits@thomsonreuters.com)

**Save File As: State-FirstName-LastName.docx**

**(example: AZ-Eugenia-Davis.docx)**

***CORRECTIONS MUST BE RECEIVED BY MAY 19th***

|  |  |
| --- | --- |
| Name | First name last name. Also indicate if you are retired. |
| Title | Title. |
| Office Address | Enter multiple address lines as needed. |
| Office Phone | Office Phone. |
| Fax Number | Fax Number. |
| E-mail Address | E-mail Address. |
| Date of Birth | Month/Day/Year. |
| Home Address | Enter multiple address lines as needed. |
| Home Phone | Home Phone. |

Background Info**:**

Background information.

**PHOTOS**

***Photos must be in .jpg format and a minimum resolution of 300 dpi***

**To have your photo added or changed, attach the photo as indicated below. If you are only changing or adding your photo please be sure your name is on the form above.**

***Right click on your photo, click copy. Then, right click in the box below and click paste (do not drag the photo in, it may disappear). Though the full photo may not appear in the box, it will appear correctly in the directory. It is not necessary to resize.***

