



Address and or Name Change Notification

Proof of social security card for a name change must be presented to Human Resources and new retirement and payroll forms must be completed in person as soon as possible. Changes to employment records cannot be made without all appropriate documentation. Please complete this form and return it to the Department of Human Resources.

Name: _____
Last First MI/Maiden

Address: _____
Street City State Zip Code

Apartment Number: _____

New Telephone Number: _____

Location of Assignment: _____ **Assignment:** _____

Please indicate if this is an () address change and/or a () name change

Change name from _____ to _____

(A copy of social security card reflecting your name change must be submitted **before** any changes to employment or school records will be made)

Change email from _____ to _____

Effective date of change: _____

Employee signature: _____ Date _____

Human Resources will copy to appropriate offices for processing

- Cc: Personnel file
- Payroll/Benefits
- Technology Information Services
- Principal / Supervisor