



# Change of Name/Address Form

**If your name has changed, please call Debbie Young in Human Resources (704-630-6128) for an appointment to complete the paperwork. BOTH your social security card and driver's license MUST be changed to your new name before paperwork can be completed.**

*Please complete the following information (\* is required information):*

\*Name \_\_\_\_\_ \*Last 4 digits of SSN \_\_\_\_\_

New Name \_\_\_\_\_ (See important note above)

\*School Site \_\_\_\_\_ \*Position \_\_\_\_\_

*Complete if address or phone has been changed:*

New Street Address \_\_\_\_\_

New City, State, Zip \_\_\_\_\_

New Telephone # \_\_\_\_\_

\*Employee's Signature \_\_\_\_\_ \*Date \_\_\_\_\_

## Return this form to your Site Secretary

*Site Secretary completes:*

I have updated my records to reflect this change.

\*Secretary's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return completed form to the Human Resources Office, Ellis Street**

*HR Use Only:*

HR Signature \_\_\_\_\_ Date \_\_\_\_\_