



## **EMPLOYEE CHANGE FORM**

### ADDRESS/PHONE -- PAYROLL/BENEFITS

Please give original to your Building Principal's Secretary for processing

**CURRENT NAME:** \_\_\_\_\_

**PREVIOUS NAME:** \_\_\_\_\_

*If notifying the district of a name change*

**POSITION:** \_\_\_\_\_ **BUILDING:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**PERSONAL EMAIL ADDRESS:** \_\_\_\_\_

**If changing your name**, please attach required proof of change.

Acceptable proof includes: Birth Certificate, Marriage Certificate, Social Security Card or Court Documents

**If the change listed above requires a change to your tax withholdings or benefits**, please contact the payroll office for additional forms at 508-866-6170.

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FOR OFFICE USE ONLY

PROCESSING ORDER

1. **Building Secretary**
2. **Payroll / Business Department**  
 Harpers | Access
3. **Superintendent's Office**  
 Aspen | Staff Directory
4. **Town Hall - Attn: Payroll**
5. **EAPC Office**