



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.

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**