

CHANGE OF NAME/ADDRESS/TELEPHONE NUMBER

MERCER COUNTY SCHOOLS

DIRECTIONS: *Employee completes (and signs) this form when there is a change of name, address, or telephone number. Please carefully follow all directions on this form. For a name change, a Social Security card reflecting the new name must be provided.*

Employee Name (**PLEASE PRINT**)-if name has changed, print **former** name here & new name below

Soc. Sec. # **REQUIRED**

<input checked="" type="checkbox"/>	<u>Type of Change</u> <i>(mark all that are changing)</i>	<u>Eff. Date of Change</u>
<input type="checkbox"/>	Name <i>(only for a name change)</i>	_____
<input type="checkbox"/>	Address <i>(must be completed*)</i>	_____ _____ _____
<input type="checkbox"/>	Telephone # <i>(must be completed*)</i>	_____

** By completing the address and telephone # above, the employee will assist us in verifying that our records are accurate.*

Employee Signature

Date Form Completed

Worksites/Locations

Position(s)

FOR CENTRAL OFFICE USE ONLY--PLEASE DO NOT WRITE BELOW THIS LINE

		<u>Initials</u>	<u>Date</u>
<div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold;">Date Received</div> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	1) Personnel Notified	_____	_____
	2) Health insurance change form submitted, if applicable	_____	_____
	3) Life insurance change form submitted, if applicable Fax: (502) 564-4034 (attach confirmation to this form)	_____	_____
	4) AP information updated in computer	_____	_____
	5) PR information updated in computer	_____	_____
	6) <u>Certified Employees:</u> Name/Address changes only: Fax: KTRS (502) 848-8599 (attach confirmation to this form)	_____	_____
	Classified Employees: Name/Address changes only: Fax: KERS (502) 696-8822 (attach confirmation to this form)	_____	_____
7) Infinite Campus	_____	_____	

ROUTE TO:

- ___ Personnel Director (NS)
- ___ Accounts Payable (TL)
- ___ Payroll Clerk (JC)
- ___ Benefits (TB)
- ___ Infinite Campus (SR)

****SSN IS REQUIRED ABOVE****