



## Dexter Community Schools Employee Contact Info Change

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To change your contact information, please complete this form and return it to the Human Resources office at Copeland (or email [hr@dexterschools.org](mailto:hr@dexterschools.org)). This information will then be shared with the business office. You may change your address by logging into eSuite, but you still need to submit this form. You must also change your name and/or address with the State of Michigan, Office of Retirement Services at (800)381-5111 or <http://www.michigan.gov/ors>.

**Your Name**

**Building/Department**

**NAME CHANGE** (You must attach a copy of your new Social Security Card)

**Previous Name:**

**Last**

**First**

**Middle**

**New Name:**

**Last**

**First**

**Middle**

**ADDRESS CHANGE**    Effective Date:

**New Address**

**New Mailing Address (if different)**

**New City**

**State**

**ZIP**

**PHONE NUMBER CHANGE**    Effective Date:

**Home:**

**Cell:**

**Employee Signature**

**Date**

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**OFFICE USE ONLY:**

Payroll

MESSA

Bldg./Dept.

NIS