

Change of Name/Address Form

If your **name has changed**, please call the Human Resources Office (336-751-5921) for an appointment to complete your paperwork. **BOTH your social security card and your driver's license MUST be changed** to your new name before calling. No records can be changed until all paperwork is complete.

Please complete the following information:

Name _____ (New Name if Changed) _____
 SS# (last 4) _____ School Site _____ Position _____
 Employee's Signature _____ Date _____

Complete if address or phone has been changed:

New Street Address _____
 New City, State, Zip _____ New Telephone # _____

Changing Health Benefit Information Online:

- shpnc.org
- enroll now (green box)
- log in to enroll
- sign in
- enroll now (blue box)

Completing Online Forms for all Other Benefits: Return to Crystal Shoffner

- DSC website: www.davie.k12.nc.us
 - Department
 - Finance
 - Benefits
- Court documents must accompany all forms except for address changes.*

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

HR Use Only:

HR Signature _____ Date _____