

Granville County Public Schools

Employee Address/ Name Change* Form

Please fill out the following information completely and return to Sarah Moss at mosssk@gcs.k12.nc.us or by sending it to:

Sarah Moss, HR
101 Delacroix Street
Oxford, NC 27565
(919) 693-4613

Name: _____

Previous Name: _____

(if name has changed)

SS# (Last four digits only): XXX-XX-_____

New Address: _____

New Phone#: () _____

Comments:

Signature: _____ Date: _____

-----**(Section below to be completed by HR)**-----

- Information changed in HRMS
- Address/Name Change Form sent to Payroll, Benefits Specialist
- Email confirmation to employee

If name change is involved:

- Notification to change email address
- Certified employees apply for name change on Educator's license

*A name change must be accompanied by your social security card that reflects the change. A completed Internet Safety Policy form must be submitted with a name change. The form is located under Employee Forms on the GCPS website.