

Darien Public Schools
35 Leroy Avenue
Darien, CT 06820

EMPLOYEE RECORD CHANGE FORM

(RETURN THIS FORM TO KAREN SMITH IN PAYROLL)

**READ CAREFULLY. USE THIS FORM TO CHANGE YOUR:
NAME - ADDRESS- TELEPHONE NUMBER – MARITAL STATUS**

EMPLOYEE NAME: _____

SCHOOL/LOCATION: _____

EXTENSION: _____

EFFECTIVE DATE OF CHANGE(S): _____

COMPLETE ONLY THOSE AREAS THAT YOU WISH TO CHANGE

CHANGE NAME FROM: _____

CHANGE NAME TO: _____

REASON FOR NAME CHANGE: _____

****COPY OF NEW SOCIAL SECURITY CARD WITH NEW NAME MUST BE ATTACHED****

NEW ADDRESS: _____

CITY STATE & ZIP _____

NEW PHONE NUMBER: _____ CELL HOME

CURRENT MARITAL STATUS:

SINGLE _____

MARRIED _____

DIVORCED _____

SIGNATURE _____ DATE _____

****IF A CHANGE IN MARITAL STATUS YOU MIGHT WANT TO REVIEW YOUR CURRENT BENEFICIARIES AND TAX WITHHOLDINGS. THESE FORMS CAN BE FOUND ON OUR DISTRICT WEB SITE UNDER HUMAN RESOURCES/BENEFITS OR HUMAN RESOURCES/PAYROLL (FOR TAX FORMS) ****