

Address Change: To change your address you must complete the attached form and forward it to the Payroll Department at the Central Administration Office.

Name Change: To change your name you must complete this form, attach the following documents and forward all to the Payroll Department at the Central Administration Office:

- , A certified marriage certificate or a certified divorce decree
- A social security card referencing your new name
- Revised tax forms (W-4 and M4) which are available in the Payroll Office
- Written notification of your name change from the Department of Education

PLEASE NOTE: If you're marital status has changed, you have 60 days to reflect the change in your health and/or dental coverage by reporting directly to the Treasurer's Office at the Bank Building. Failure to do so may result in ineligibility and/ or a denial of claims. If you are enrolled in health, dental and/or life insurance, the insurance companies have their own change of address/name forms (available at the Treasurer's Office) that you must also complete. In order to change your name and/or address with your retirement and/or 403(b) provider(s), you must also contact them directly.



MIDDLEBOROUGH PUBLIC SCHOOLS
30 Forest Street Middleborough, MA 02346
Telephone: (508) 946-2000 Fax: (508) 946-2004



Please return this form to Central Office

REQUEST OF NAME/ADDRESS CHANGE

Effective Date: _____ School: _____

New/Updated Information:

Name: _____
(Please Print) First Last

Street: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Old Information:

Name: _____
(Please Print) First Last

Street: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Comments:

Signature: _____ Date: _____

Cc: Sylvie Henkenius, Payroll Coordinator
Cheryl DeBenedictis, Business Receptionist/Facilities Clerk
Ann Gagnon, Administrative Assistant to the Superintendent

Name/Address Form Updated/2022