



Address and Personal Information Change Form

PLEASE PRINT CLEARLY AND COMPLETE ONLY THE SECTIONS REQUIRING UPDATES.

Name: Last 4 Digits SSN:

Name Change (Name changes can only be processed after you obtain an updated Social Security Card with the new name. A copy of the card must be presented to make the change. The name will be changed to what is listed on the Social Security Card.)

Current Name on File: New Name:

Address Change

If address is temporary, please indicate From/To dates: From: To:

New Mailing Address*:

*Address change will only apply to mailings.

Local Phone: Campus Phone: Cell Phone: Add Change Delete Make Primary

Email Address:

Marital Status Change

Select One: Married Widowed Other Legally Separated Divorced

Emergency Contact Change

Add Change Delete Add Change Delete

Name:

Relationship:

Phone:

Notice to employees: By completing and submitting this form, you authorize the school system to change your personal information for payroll and benefits purposes.

Signature: Date:

Return completed form to: Human Resources Department—Bertie County Schools 715 US Highway 13 North, Windsor, NC 27983 Phone: (252) 794-6000 Fax: (252) 794-9727

Human Resources Use Only

Initial/Date: HRMS AS400 SHP DENT VIS