



Canutillo Independent School District

7965 Artcraft – El Paso, TX 79932

Phone (915) 877-7423 – Fax (915) 877-7408

Human Resources Division

Demographic Change Notification

(Please print all Information)

Please complete sections A & B below. A notification for new name must include a copy of the employee's new Social Security Card as verification of the name change.

Choose which of the following apply to your change:

() Name Change () Address Change () Location Code () Phone Number

This change is effective as of:

A. Previous Employee Information

Name:	SS#:		
Address:			
Street	City	State	Zip Code
Phone Number: Home ()		Work ()	
Location / Campus:			

B. New Employee Information

Name:	SS#:		
Address:			
Street	City	State	Zip Code
Phone Number: Home ()		Work ()	
Location / Campus:			

PLEASE NOTE: A change in your legal name may also require a name change for the Teacher Retirement System and insurance benefit carriers. You may wish to change your beneficiary as listed with TRS and on various benefit plans. You can also change your status of exemptions for tax purposes by completing a new W-4 form. Please contact the Human Resources Division if you need additional forms or assistance.

_____ Employee Signature:	_____ Date
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HUMAN RESOURCES PERSONNEL USE ONLY

File Change:		By:	
	Date		Initials