



# RTR SCHOOL DISTRICT #2902

## Russell – Tyler - Ruthton

PO Box 659 ♦ Tyler, MN 56178-0659

507-247-5911 ♦ Fax: 507-247-3876 ♦ www.rtrschoools.org

### EMPLOYEE INFORMATION CHANGE FORM

#### Please return this form to Sallie/District Office

Use this form to change your name, address, phone number, and/or emergency contact information.

**Complete only the areas that need to be changed.**

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To change your name, you must present your social security card indicating your new name, a copy will be made to keep on file.

- If you change your name we also request that we receive a copy of your updated driver's license to keep on file.
- If you change your name or you need to change your tax exemptions, you must complete a new MN W-4 and federal W-4 form for state and federal taxes. The W-4's can be found on the district website or request from Sallie in the district office.
- If you need to update your direct deposit info, the direct deposit form can be found on the district website under the staff portal or request one from Sallie in the district office.
- If you have questions, please contact Sallie at 507-247-5913 or [sallie.thooft@rtrschoools.org](mailto:sallie.thooft@rtrschoools.org).

\*Name (full legal name) \_\_\_\_\_

**\*To change name:**

Previous Name: \_\_\_\_\_  
(Please print)

New Name: \_\_\_\_\_  
(as listed on SS Card) (Please print – you must present your "new" social security card)

Marital Status (circle one) Single      Married      Separated      Divorced      Widowed

**\*To change address or phone number:**

New address: \_\_\_\_\_  
(Mailing address; City/State/Zip)

Phone #: \_\_\_\_\_  
(Primary telephone # - include area code) (Optional alternate telephone # – include area code)

**\*To change emergency contact:**

Emergency Contact Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_ (include area code) **Employee's**

Signature \_\_\_\_\_ Date \_\_\_\_\_

