

Dexter Community Schools Employee Contact Info Change

To change your contact information, please complete this form and return it to the Human Resources office at Copeland (or email hr@dexterschools.org). This information will then be shared with the business office. You may change your address by logging into eSuite, but you still need to submit this form. You must also change your name and/or address with the State of Michigan, Office of Retirement Services at (800)381-5111 or <http://www.michigan.gov/ors>.

Your Name

Building/Department

NAME CHANGE (You must attach a copy of your new Social Security Card)

Previous Name:

Last

First

Middle

New Name:

Last

First

Middle

ADDRESS CHANGE Effective Date:

New Address

New Mailing Address (if different)

New City

State

ZIP

PHONE NUMBER CHANGE Effective Date:

Home:

Cell:

Employee Signature

Date

OFFICE USE ONLY:

Payroll

MESSA

Bldg./Dept.

NIS