



# NEW JERUSALEM ELEMENTARY SCHOOL DISTRICT

31400 S. Koster Road, Tracy, CA 95304  
(209) 740-4699  
www.njesd.net



## Name/Address/Phone Number Change Form

Name: \_\_\_\_\_

Former Name (if changing your name) \_\_\_\_\_

### ADDRESS CHANGE

New Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Old Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

### PHONE NUMBER CHANGE

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

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

### Office Use Only

File folder \_\_\_ Health Insurance \_\_\_ Social Security Card \_\_\_ W-4 \_\_\_ Direct Deposit \_\_\_ Aeries \_\_\_ PERS/STRS \_\_\_ I-9 \_\_\_

IT \_\_\_ Payroll \_\_\_ Aesop \_\_\_ Vendors \_\_\_ Beneficiary \_\_\_ Credentials \_\_\_ Inform sites of name change \_\_\_