



Name and Address Change (Please print legibly)

Please attach legal documentation with this name change form. These documents must include: Social Security card, and certified court document and/or marriage certificate. You will also need to complete updated tax forms to update the Payroll Department.

FOR EDUCATORS: Does the DESE (Department of Education) have your correct name and address? If not, please update your DESE profile on line at www.doe.mass.edu. Click on "Educator Services," "Licenses " "ELAR On-line Tools," then "Update Your Profile."

FOR ALL STAFF: Please notify ICTS x4839 if you would like your Email/Network and Google Accounts changed.

Please check appropriate box:

☐ Name Change

☐ Address/Telephone Number Change

Last Four Digits of Your Social Security: XXX- XX - _____

Current Name: _____

New Name: _____

New Address:

Street Address:_____

City, State, Zip:_____

Telephone Number:_____

Previous Address:

Street Address:_____

City, State, Zip:_____

Telephone Number:_____

Employee Signature

Date