Brooks County Independent School District
HR/Payroll Department
PO Box 589
Falfurrias, Tx 78355
361-325-8006

Change of Address Notification

EMPLOYEE ID | | | | |

NAME: _____

(PLEASE PRINT IN BLACK INK OR TYPE)

OLD MAILING ADDRESS:

_____

_____

_____ _____

City, State Zip Code

_____

OLD PHONE NUMBER:

NEW MAILING ADDRESS:

_____

_____

_____ _____

City, State Zip Code

_____

NEW PHONE NUMBER:

Signature _____ _____

(Required before address will be updated.) Date signed

THIS FORM IS USED TO MAKE CORRECTIONS TO YOUR MAILING ADDRESS. IF YOU HAVE A NAME CHANGE OR TO CORRECT A SOCIAL SECURITY NUMBER, CONTACT THE HR/PAYROLL DEPARTMENT

FOR OFFICE USE ONLY	
ASCENDER	
TRS	
HPS	
HR	
BUSINESS OFFICE	

9/1/2026