Davidson County Schools Name Change Request Form

In an effort to maintain accurate records, we request that Human Resources be notified in the event of a name change.

Date: _____

Previous Name: _____

New Name: _____

SSN:_____**School/Department:**_____

Change if needed:

Emergency Contact 1: _____Relationship:_____

Phone (_____) _____

Emergency Contact 2: _____Relationship:_____

Phone (_____) _____

Send Forms to the Correct HR Specialist Below:

- **Licensed Employees – Kaitlyn Taylor**
- **Classified Employees/Sub Bus/Sub Cafe' - Annette Kohler**
- **Substitutes Teachers - Crystal Asbury**

- **Name Change Request Form (Page 1 only)**
- **"Verified copy*" of your new Social Security card and new driver's license**
- **Tax Forms (if applicable)**
- **Direct Deposit Form (only if changing bank account)**

1. ***ALL STAFF: Required Documentation***

   Verified copy of **Social Security Card** and **driver's license** reflecting your new name.

   (Your school treasurer or Human Resources Representative must verify the original card and sign/date a copy.)

2. ***ALL STAFF: Additional form(s) that you may need to complete:***
   - Tax Forms
     - Form NC 4 EZ Link: www.ncdor.gov/media/12850/open
     - Form W4 Link: Link: http://www.irs.gov/pub/irs-pdf/fw4.pdf
   - Direct Deposit (only if changing bank account) ○ DCS website under 'Documents and Forms' then click on 'Finance-Payroll'

3. ***LICENSED STAFF (REQUIRED)***
   Submit request to change name on educator's license link:
   https://vo.licensure.ncpublicschools.gov/datamart/mainMenu.do.

Note: Changes will be made in all departments once we receive notification that your name

***has been changed on your license*.**

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***Other Information*:**

1. **Insurance(s):** Email Benefits@davidson.k12.nc.us **(336) 242-5616**

2. **NC Retirement System** Link: https://orbit.myncretirement.com *then click on "Forms"* ***Mail all forms directly to NC Retirement System.*** *a.* Name Change:
    - *i.* Your name will automatically be updated after your payroll information has changed. Human Resources will authorize our Payroll Department to change your name.

    b. Beneficiary Forms:
    - i. Form 2DB-Designating Beneficiary(ies) for the Death Benefit ii. Form 2RC-Designating Beneficiary(ies) for Retirement System Return of Contributions

3. **NC Supplemental Retirement System** Link: www.**prudential**.com/**ncplans** *then click on "Get Forms"*

    Mail all forms directly to NC Supplemental Retirement System.

    a. Name Change
    - i. NC 401(k) Plan Address and Name Change Form
    - ii. NC 457 Plan Address and Name Change Form

    b. Beneficiary Forms
    - i. NC 401(k) Plan Beneficiary Designation Form
    - ii. NC 457 Plan Beneficiary Designation Form