VERMILION LOCAL SCHOOL DISTRICT
PERSONAL DATA CHANGE FORM

Date: _____ **Employee Name: _____**

***Address Change:**

Previous Address: _____

New Address: _____

***Telephone Change:**

Previous Phone: _____

New Phone: _____

If you have moved to a new city you may need to change your **Municipal tax obligation.-- To make the change, go to the Staff page at www.vermilionschools.org – Payroll forms section. Download and complete the **Municipal Income Tax** form.

***Name Change:**

Previous Name: _____

New Name: _____

NOTE: Names cannot be changed in any Department until a new Social Security Card showing the new name is received. If the name changes due to marriage a marriage certificate will need to be sent with this form.

Signature (required): _____

Send this completed form and any other necessary documents to Sandy Williams at the BOE via interschool mail or email: swilliams@vermilionschools.org.

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*** Office Use Only**

_____ Human Resources

_____ Payroll

_____ Accounts Payable