



HAMILTON-WENHAM

Regional School District

Employee Name Change and Address Change Form

Employee Information

Employee Name (Current): _____

Department: _____

Phone Number: _____

Email Address: _____

Effective Date of Change: _____

Type of Change Requested

- ☐ Name Change
- ☐ Address Change
- ☐ Both Name and Address Change

Name Change Section

Current Name (as it appears in company records):

Last Name: _____

First Name: _____

Middle Name: _____

New Legal Name:

Last Name: _____

First Name: _____

Middle Name: _____

Required Documentation

To process a name change, the employee **must provide a copy of their Social Security card showing the new legal name**. Additional legal documentation (such as a marriage certificate, divorce decree, or court order) may be required if requested by Human Resources.

Documentation Submitted:

- ☐ Copy of Social Security Card
- ☐ Marriage Certificate
- ☐ Divorce Decree
- ☐ Court Order
- ☐ Other: _____

Address Change Section**Previous Address:**

Street Address: _____

Apartment/Suite #: _____

City: _____ State: _____ Zip: _____

New Address:

Street Address: _____

Apartment/Suite #: _____

City: _____ State: _____ Zip: _____

County (Optional): _____

Employee Certification

I certify that the information provided on this form is true and accurate. I authorize the company to update my employment records based on the information provided.

Employee Signature: _____**Date:** _____**Human Resources Use Only**

Date Received: _____

Received By: _____

Documentation Verified:

☐ Yes☐ NoName Change Updated in HRIS: ☐ Yes ☐ NoPayroll Updated: ☐ Yes ☐ NoBenefits Updated: ☐ Yes ☐ NoAddress Change Updated: ☐ Yes ☐ No

Completed By: _____

Completion Date: _____

Comments:

_____**HR Representative Signature:** _____**Date:** _____