



AUTHORIZATION FOR NAME AND ADDRESS CHANGE FORM

**Note: If you are requesting a name change, the District cannot change your name on any District documents (i.e. paychecks, insurance) without a copy of your new social security card, driver's license, or state i.d. For name changes due to marriage, a copy of a marriage license is required. You may obtain a Form SS-5 (application for a social security card) by visiting the Social Security Administration office or visit their website at www.ssa.gov*

OLD INFORMATION

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL/LAND #: _____ EMAIL: _____ @ _____

CELL/LAND #: _____ EMAIL: _____ @ _____

NEW INFORMATION (complete all that applies)

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL/LAND #: _____ EMAIL: _____ @ _____

CELL/LAND #: _____ EMAIL: _____ @ _____

I authorize Prairie-Hills Elementary School District 144 to change my name and/or address.

Signature: _____ Date: _____

Please attach a copy of the following documents for **name** change only. Your "new" name should appear on all updated documents. All updated documents are required for processing.

Social Security Card Marriage License Driver's License or State Issued Identification Card

Submit Original form and documents to the HR Department.

Office Use ONLY:

Payroll _____ Track-it _____ Benefits _____ TRS/IMRF _____ Reliance _____ Employment File _____