



AUTHORIZATION FOR NAME AND ADDRESS CHANGE

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, **and driver's license, or state i.d. For a name change due to marriage, a copy of a marriage license is also required. You may obtain a Form ss-5 (Application for a Social Security Card) by visiting the Social Security Administration web site at www.ssa.gov. You may also visit the local Social Security Administration office. Please consult your local phone book to find the location closest to you.*

CURRENT INFORMATION

FIRST NAME: _____ LAST NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 PHONE NUMBER (1): _____ PHONE NUMBER (2): _____

NEW INFORMATION (complete all information that applies)

FIRST NAME: _____ LAST NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 PHONE NUMBER (1): _____ PHONE NUMBER (2): _____

I authorize Prairie-Hills Elementary School District 144 to change my name and/or address, and I have attached a copy of the following documentation.

* Social Security Card – *updated* * Marriage License * Driver's License/State Issued Identification Card
updated

***ALL updated documents are required for a name change**

Employee's Signature: _____ Date: _____

Office Use ONLY:
 _____ Payroll _____ Track-it _____ Benefits _____ TRS/IMRF _____ Reliance _____ Employment File