

**Address Change:** To change your address you must complete the attached form and forward it to the Payroll Department at the Central Administration Office.

**Name Change:** To change your name you must complete this form, attach the following documents and forward all to the Payroll Department at the Central Administration Office:

- A certified marriage certificate or a certified divorce decree
- A social security card referencing your new name
- Revised tax forms (W-4 and M4) which are available in the Payroll Office
- Written notification of your name change from the Department of Education

**PLEASE NOTE:** If you're marital status has changed, you have 60 days to reflect the change in your health and/or dental coverage by reporting directly to the Treasurer's Office at the Bank Building. Failure to do so may result in ineligibility and/or a denial of claims. If you are enrolled in health, dental and/or life insurance, the insurance companies have their own change of address/name forms (available at the Treasurer's Office) that you must also complete. In order to change your name and/or address with your retirement and/or 403(b) provider(s), you must also contact them directly.

