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

<u>Name Change:</u> 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

<u>PLEASE NOTE:</u> 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.



MIDDLEBOROUGH PUBLIC SCHOOLS FLORA M. CLARK ADMINISTRATION BUILDING 30 FOREST STREET MIDDLEBOROUGH, MA 02346 TELEPHONE 508-946-2000

Please return this form to Central Office.

REQUEST OF NAME/ADDRESS CHANGE

Effective Date:	School:	()
NEW/UPDATED INFORMATION:		
Name:(Please Print) FIRST	LAST	
Street:		ě
City:		_
State:		_
Zip Code:		- s
Phone Number:	Cell Number:	·
OLD INFORMATION: Name:		
(Please Print) FIRST	LAST	
Street:		
City:		=
State:		-
Zip Code:		2 0
Phone Number:	Cell Number:	s.
Comments:		
Signature:	Date:	

CC: Paula Rainha, Personnel/Payroll Coordinator
Cheryl De Renedictis Rusiness Recentionist/

Cheryl DeBenedictis, Business Receptionist/Facilities Clerk Ann Gagnon, Administrative Assistant to the Superintendent