

Orange Public Schools

Change in Name, Address or Telephone Number

Please note this is not the form to change your information with pension.

Please contact payroll for changes with the pension office.

Please make the following change(s) in my personnel, business office and payroll records.

Name: _____ Date: _____

School/Building: _____ Position: _____

1. Change in address:

2. Change in telephone number (with area code):

3. Name Change: _____ Maiden Name: _____

NOTE: A copy of your new Social Security Card showing the name change must be attached to this form and sent to the Human Resources Department.

Signature

Do not write below this line

Routing Slip:

Please initial and date

1. Office of Human Resources

2. Purchasing Office

3. Payroll Office

4. Technology Office
