



**NAME / ADDRESS / PHONE CHANGES**

Date: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Social Security Number: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

Work Location # \_\_\_\_\_ **School/Department:** \_\_\_\_\_

Employee Type:     *Current*         *Former*         *Retired*  
                           *Certified*         *ESP*

**MAKE CHANGES TO THE FOLLOWING:**

- **Name Changes:** *must provide social security card with new changes*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

- **ADDRESS** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- **PHONE NUMBER** ( \_\_\_\_\_ ) \_\_\_\_\_

For **name changes**, you must complete the following forms:

<p>Name Change Form</p> <p>Social Security Card or Receipt from Social Security Office</p> <p>W-4 Form</p> <p>Retirement Change Form (if eligible)</p> <p>Direct Deposit Change (only if account number has changed)</p>
--

**Note: This form must be in the Human Resource Department on or before the TENTH DAY of the month in order for it to be processed for that month's payroll. The Human Resource Department is located at 9361 S 300 E, Sandy, UT 84070**