

Lynden School District # 504

EMPLOYEE INFORMATION CHANGE FORM

(This form ONLY changes information for Payroll, Personnel, Retirement, SEBB, Accounts Payable, Building and Union.)

Name _____ Building _____
 Last Name (before change) First MI

 Change in Marital Status from ___ Single ___ Married **to** ___ Single ___ Married

New Legal Name Changed to: _____
(Original Social Security Card must be brought to payroll for copy to be made)

New Home Street Address: _____ **City/Zip:** _____
New Mailing Address (if different than home address):
 Street or PO Box _____ **City/Zip:** _____

Previous Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Personal Email Address: _____

Signature _____ Date _____

Changes received by the 15th of the month will be processed in the current month. Changes received after the 15th will be processed in the current month if possible or processed the following month.

Other forms you may need for the above change(s):

- Retirement Beneficiary form - www.drs.wa.gov. Quick link to forms.
- W-4 form - www.lynden.wednet.edu (HR/Payroll / Payroll Forms) (marital status change)
- VEBA – Call 1-888-828-4953 or go to veba.org
- Personal payroll deductions (Annuities, Homestead, Credit Unions, Banks, etc.) you will need to contact them directly.

Name Change Checklist - for Office Use Only	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Email Address
<input type="checkbox"/> Email Skyward	<input type="checkbox"/> Talent Ed
<input type="checkbox"/> Username Skyward	<input type="checkbox"/> SafeSchools
<input type="checkbox"/> ReadySub	<input type="checkbox"/> Personnel File
<input type="checkbox"/> SEBB	<input type="checkbox"/> Evaluation lists
<input type="checkbox"/> Payroll SL Excel <input type="checkbox"/> Payroll balance Excel	<input type="checkbox"/> Payroll Files (2) <input type="checkbox"/> Employee List

RETURN THIS FORM TO HUMAN RESOURCES AT THE DISTRICT OFFICE

HR will provide info to: Payroll / Building / Union Rep