

Employee Personal Data Change Notice

In order to keep school district records up to date, all employees are requested to complete this form as changes occur and forward to:

Southern Local School District
 Treasurer's Office
 920 Elm Street
 Racine, Ohio 45771

SOUTHERN TORNADOES

Name	Employee ID #
Department	Employment Type (check one) <input type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Administrative Staff

Please make the change(s) indicated below in my personnel records.

1. Name Change: _____ (From) _____ (To)

Effective Date: _____

**If new name, employee must also complete a new (W-4) tax withholding statement and contact the appropriate retirement system (STRS or SERS).*

2 . Change of Office or Work Phone Number:
 a. New Office (Building, Room) _____
 b. New Work Phone _____

Effective Date: _____

3. Change of Home Address or Home Phone Number:
 a. New Address _____
 b. New Home Phone _____

Effective Date: _____

**If new address, employee must also complete a new (W-4) tax withholding statement and contact the appropriate retirement system (STRS or SERS provider).*

4. Change in Marital Status: _____ (From) _____ (To)

Spouse Name: _____ (From) _____ (To)

Effective Date: _____

5 . Change in Highest Degree Earned:
 New Degree _____ Major _____

Year Earned _____ Institution _____

Effective Date: _____

 (Employee Signature)

 Date