

BALTIMORE COUNTY PUBLIC SCHOOLS

OFFICE OF PAYROLL

6901 CHARLES STREET, BUILDING E

TOWSON MD 21204

443-809-4240

FAX 410-887-7610

CHANGE OF NAME/ADDRESS FORM

Instructions

You may change your address on-line. Access the BCPS intranet web-site at <http://intranet.bcps.org>. Click on:

- 1) *Employee Self Service* on the right side of the screen
- 2) *Employee Information* on the left side of the screen
- 3) *Address* in the circle which appears on the screen
- 4) *Edit* box

OR, you may download the form, complete it, and send it to the Office of Payroll for processing.

You may **NOT** change your name on-line. The Social Security Administration requires that we verify a name change by asking for a copy of your new Social Security Card. If you are reporting a name change, please attach a copy of your new Social Security Card to this form and send it to the Office of Payroll. We cannot change your name until we receive a copy of your new Social Security Card.

| | | | | | |
|--|--------------|----------------------|---------------------------------|------------------|-------------|
| NEW NAME | | | EMPLOYEE ID NUMBER | | |
| <i>Last</i> | <i>First</i> | <i>Middle/Maiden</i> | | | |
| FORMER NAME | | | EFFECTIVE DATE OF CHANGE | | |
| <i>Last</i> | <i>First</i> | <i>Middle/Maiden</i> | MONTH | DAY | YEAR |
| NEW ADDRESS | | | | | |
| <i>Number and Street</i> | <i>City</i> | <i>State</i> | <i>Zip</i> | <i>Telephone</i> | |
| <i>A change of address MAY change your local tax withholding jurisdiction and you MAY need to complete a new W4 Card</i> | | | | | |
| FORMER ADDRESS | | | | | |
| <i>Number and Street</i> | <i>City</i> | <i>State</i> | <i>Zip</i> | <i>Telephone</i> | |

SIGNATURE

DATE

PRINT YOUR NAME

EMPLOYEE ID NUMBER