



**EMPLOYEE INFORMATION CHANGE FORM** – If using First Class district email, you can send address and telephone changes to: HR/PY Notifications. Otherwise, you can send your address and telephone changes to: hr\_py\_notifications@beaverton.k12.or.us, or complete this form and return to Human Resources.  
For First Class email name change, please contact your site representative to submit a service request to the IT Dept.

Date \_\_\_\_\_

Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_  
(as it appears on your paycheck) (Five digit #)

**New Information:**

Name change request must have attached copy of social security card with new name

**New Name (if applicable)** \_\_\_\_\_

**Street** \_\_\_\_\_ **Apt #** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Comments** \_\_\_\_\_