



CORRY AREA SCHOOL DISTRICT

CENTRAL ADMINISTRATION
540 East Pleasant Street, Corry, PA 16407-2246
(814) 664-4677 • Fax (814) 664-9645
<http://www.corrysd.net>

EMPLOYEE CHANGE OF NAME/ADDRESS/PHONE

This form is for **EMPLOYEES ONLY** (not students) and must be completed and sent to the Administration Office for updates to your Personnel file and for proper documentation for the Payroll/Benefits Office.

Employee Name (PRINTED): _____

PLEASE CHECK AND COMPLETE ALL THAT APPLY:

NAME CHANGE (Name Change **REQUIRES** legal documentation to Payroll prior to any changes being made.)

Old Name (PRINTED): _____

New Name (PRINTED): _____

ADDRESS CHANGE

Old Address: _____

New Address: _____

Old Municipality: *(Required for this change.)*

New Municipality: *(Required for this change.)*

PHONE # CHANGE (This request will also be used to update School Reach. If your number is marked UNLISTED, it will **not** be released to anyone without your permission.)

Old Landline #: _____

New Landline #: _____

Unlisted

Old Cell Phone #: _____

New Cell Phone #: _____

Unlisted

Employee Signature: _____

Date: _____

For Payroll Office Use Only

Date Received: _____

Received by: _____

Date Entered: _____

Personnel _____

Accounts Payable _____

Faxed to BAI: _____

School Reach _____

Payroll Office _____

NAME CHANGE ONLY: Emailed employee about updating Social Security Card to match our records _____