

# Bridgeton Public Schools

## Change in Name, Address or Telephone Number

**Please note this is not the form to change your information with pension.**

**Please contact payroll for changes with the pension office.**

Please make the following change(s) in my personnel, business office and payroll records.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School/Building: \_\_\_\_\_ Position: \_\_\_\_\_

1. Change in address:

\_\_\_\_\_  
\_\_\_\_\_

2. Change in telephone number (with area code):

\_\_\_\_\_

3. Name Change: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

**NOTE:** A copy of your new Social Security Card showing the name change must be attached to this form and sent to the Human Resources Department.

\_\_\_\_\_  
Signature

Do not write below this line

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**Routing Slip:**

**Please initial and date**

1. Superintendent's Office

\_\_\_\_\_

2. Purchasing Office

\_\_\_\_\_

3. Payroll Office

\_\_\_\_\_

4. Technology Office

\_\_\_\_\_

5. Human Resource Office

\_\_\_\_\_