

NAME CHANGE FORM

If your name has changed, please call Human Resources (704-636-7500) for an appointment to complete the paperwork. BOTH your social security card and driver's license must be changed to your new name before paperwork can be completed.

Please complete the following information (is required information):*

***Previous Name** _____

***Last 4 digits of SSN** _____

*** New Name** _____

***School Site** _____ ***Position** _____

***Employee's Signature** _____ ***Date** _____

Return completed form to the Human Resources Office, Wallace Educational Forum

HR Use Only:

Notified school Financial Secretary and Data Manager _____

HR Signature _____ **Date** _____