



# Request For Change of Name, Address or Phone Number

Office of Human Resources - 511 Harrington Highway, Eden, North Carolina 27288

**Request Type (Check all that apply):**

- Name Change **(Email address will change)**
- Address Change
- Phone Number Change **(This will also change the # used for alert calls & frontline absence management calls)**

Name on current records: \_\_\_\_\_

New Name (if requesting name change): \_\_\_\_\_

Last 4 digits of Social Security Number: XXX - XX - \_\_\_\_\_

School/Department: \_\_\_\_\_

Position/Grade/Subject: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Telephone #: \_\_\_\_\_ (This number will be used for all communication to employee)

Alternate Telephone #: \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit this form to the Office of Human Resources at the address above.**

**Name Changes will require:**

- Copy of new social security card
- \$10.00 for a new identification badge
- This Form (Request for Change of Name, Address or Phone Number)
- North Carolina State Tax Withholding Allowance Certificate (NC4ez)
- Internal Revenue Service (Form W-4)
- Flexible Benefits Change Form (for name change of supplemental plans Dental, Vision, FSA, Colonial life, etc.)
- Colonial Life & Accident Insurance Company (form 05897-31)
- Colonial Life Change of Beneficiary Form

**Licensed Employees will also require the following:**

- NC Teacher License update - Go to <https://vo.licensure.ncpublicschools.gov/>
  - Create a username and password (If you haven't already done so)
  - Select Application: Name Change (The new copy of your social security card must be uploaded)
  - Follow the instructions thereafter.

**NOTE:**

- If you would like to change the Beneficiary(ies) you have designated with the Retirement System go to [www.myncretirement.com](http://www.myncretirement.com), click on ORBIT register yourself and click on View Account Summary to review your current Beneficiary(ies). To make a change click on Maintain Beneficiary and update the information online.
- The Human Resource Department will make the changes and then forward it to the Finance Department and the Media & Technology Department for them to make the changes necessary (**including changing email address for name changes and printing a new identification badge**).

**If you have any questions, please contact Catherine Gates in Human Resources at 336-627-2692.**

**\*\*\*\* Incomplete forms will be returned without processing \*\*\*\***