

Mendham Borough School District

Employee Name Change Form

Employment Status:		Social Security Number:	
<input type="checkbox"/> Regular (Benefits-Eligible) <input type="checkbox"/> Temporary			
Employee New Legal Name (as it appears on your Social Security Card):			
Last Name:	First Name:	Middle Name:	
Previous Legal Name:			
Last Name:	First Name:	Middle Name:	
Effective Date of Change:	Reason for Name Change:	Marital Status*	
		<input type="checkbox"/> Single <input type="checkbox"/> Married	
<i>*Recently married or divorced? Please contact Business Office for helpful benefits information.</i>			
Employee Signature:		Date:	

Please attach a copy of the new Social Security Card with your updated name and submit it to the Superintendent's Office via any of the following methods:	
Email: Scan documents, attach to email, and sent to: juliano@mendhamboroschools.org	Inter-Office Mail: Attn: Liz Juliano Superintendent's Office

Office Use Only: <input type="checkbox"/> Update CSI <input type="checkbox"/> Update Genesis <input type="checkbox"/> Update NJSmart <input type="checkbox"/> Update Payroll/Benefits <input type="checkbox"/> Update Honeywell <input type="checkbox"/> Certification Change Required <input type="checkbox"/> Staff Contact Form – Update Needed
--