

**RICHMOND-BURTON CHSD #157
PERSONNEL INFORMATION CHANGE
Name / Address / Phone**

Current Last Name	First Name	Middle Initial
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Former Last Name	First Name	Middle Initial
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**** Please check if you would like your email address to change to your new name _____

<i>Current Address</i>	<i>Former Address</i>
Street Address	Street Address
PO Box, Apartment, or Route Number	PO Box, Apartment, or Route Number
City State Zip Code	City State Zip Code
Home Telephone Number	Home Telephone Number
Cell Phone Number	Cell Phone Number

Signature	Date
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Reminder: It is the responsibility of the certified employees to update their personnel changes with TRS.

Business Office Use Only: Copy to: Personnel _____ Payroll _____ Office _____ Business Mngr _____ Technology _____	Date changed Census _____ IMRF _____ Skyward _____ Benefit Solver _____ PayFlex _____ SS# Verified _____
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