**Change in Personal Information Form**

(This form ONLY changes information for Payroll, Personnel, Accounts Payable, Retirement, Building and Union.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Building |       |
|  | First MI  | Last (before change) |  |  |

|  |  |
| --- | --- |
| Effective Date of Change(s) |  |

|  |  |
| --- | --- |
| Change in Marital Status FROM [ ]  Single [ ]  Married | TO: [ ]  Single [ ]  Married |

|  |  |
| --- | --- |
| Legal Name Change to: |  |
| (Original Social Security Card must be brought to payroll for copy to be made) |

|  |  |
| --- | --- |
| New Physical Address |       |
| City/State/Zip |       |       |       |

|  |  |
| --- | --- |
| New Mailing Address (If different from home address) |       |
| City/State/Zip |       |       |       |

|  |  |
| --- | --- |
| Previous Address |       |
| City/State/Zip |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Phone Number: |      -     -      | Cell Phone Number: |      -     -      |

Changes received by the 10th of the month will be processed in the current month. Changes received after the 10th will be processed in the current month if possible, or processed the following month.

*Please list all household members (employee or student) within Mount Baker School District. If additional space is needed, please use reverse side.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Household Member** | **Employee? Yes/No** | **Student? Yes/No** | **Apply Change** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Have you ever worked or been a student at the Mount Baker School District?** **[ ]** Yes [ ] No

|  |  |
| --- | --- |
| If yes, what was your name at the time: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**\*\*\*ATTENTION - Check for other forms you may need for the above change(s):**

* \_\_\_\_\_ SEBB documents - Payroll to submit.
* VEBA – Email customercare@veba.org or call 1-888-828-4953.
* W-4 form - [www.mtbaker.wednet.edu](http://www.mtbaker.wednet.edu) (HR / Payroll Forms).
* Retirement Beneficiary form - [www.drs.wa.gov](http://www.drs.wa.gov). Quick link to forms or search for forms.
* If you have personal payroll deductions (Annuities, Homestead, AFLAC, American Fidelity, Credit Unions, Banks, etc) you will need to contact them directly.

**RETURN THIS FORM & ANY OTHER CHTO PAYROLL AT THE DISTRICT OFFICE**