



CHANGE IN PERSONAL INFORMATION FORM

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

RETURN THIS FORM & ANY OTHER CHANGES TO PAYROLL AT THE DISTRICT OFFICE.

- 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.

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: - -

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? Yes/No

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 (Payroll Forms).
- Retirement Beneficiary Form – www.drs.wa.gov (use Forms Quick Link or search for forms).
- If you have personal payroll deductions (Annuities, Credit Unions, Banks, etc.) you will need to contact them directly.

For District use only

Copy to: Payroll/SEBB HR AP/RS