

Adams Central Community Schools
EMPLOYEE INFORMATION CHANGE FORM

NAME: (please print) _____

Is this a name change? If yes, please provide copy of document authorizing change (i.e. marriage application, divorce decree, court document).

Address change?

NEW ADDRESS: _____

Phone number change?

NEW PHONE NUMBER: _____

Bank/Direct Deposit Change?

Please fill out a new Direct Deposit Form.

OTHER (Please Explain): _____

Please sign and date below and send this form to payroll for updating of your records.

Employee Signature

Date