

Dougherty County School System
Human Resources Department
P.O. Box 1470 / 200 Pine Avenue
Albany, Georgia 31720-1470

NAME/ADDRESS CHANGE FORM

The information requested here is needed to complete our records and to be sure that our payroll data is correct. Please fill out and return this form to the Human Resource Department. If this request is for a name change **a copy of your new social security card must be attached to this form and a new W-4 form completed.**

****CHECK ONE****

Name Change

Address Change

Date: _____

Employee #: _____

Name: _____

New Name: _____

Street Address (Include Apt. No.): _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Social Security Number: _____

Job Title: _____ Job Location: _____

Signature: _____