

**SAN MARCOS UNIFIED SCHOOL DISTRICT
CHANGE IN PERSONNEL / PAYROLL RECORDS**

NAME:	I.D.#	SCHOOL / DEPT:
<i>Please make the following changes to my personnel / payroll records:</i>		
<input style="width:100%;" type="text"/>	Address:	
	Street	Apartment #
	City	State Zip Code
<input style="width:100%;" type="text"/>	Home Phone:	Cell Phone:
<input style="width:100%;" type="text"/>	Name Change:	
	<i>Please attach a copy of the new, signed Social Security Card for name changes.</i>	
<input style="width:100%;" type="text"/>	Other:	
Date:	Signature:	

IMPORTANT INSTRUCTIONS FOR THE EMPLOYEE:

- 1. GIVE A COPY OF THE COMPLETED FORM TO YOUR OFFICE MANAGER**
- 2. SEND THE ORIGINAL COMPLETED FORM TO: RECORDS CHANGES / HR DEPT**