



# Sierra Unified School District

29143 Auberry Road Prather, CA 93651 Telephone (559) 855-3662 FAX (559) 855-3585  
web site - <http://www.sierra.k12.ca.us>

## Address/Name Change Request Form

Employee Name on file: \_\_\_\_\_

Position Title: \_\_\_\_\_ Social Security #: XXX-XX-\_\_\_\_\_

Classification:  Certificated  Classified  Substitute

### COMPLETE FOR NAME CHANGE ONLY

Name on file is: \_\_\_\_\_

Change to: \_\_\_\_\_

First

Middle Initial

Last

#### **The required items to process a name change are:**

- My new social security card with my new name (Must show original to Personnel staff)
- W4 with my new name

### COMPLETE FOR ADDRESS CHANGE ONLY

New address is:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apartment #

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

New phone number is:  
(\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return to:** Sierra Unified School District - Personnel Department  
29143 Auberry Road-Prather, CA 93651

FOR INTERNAL USE ONLY	
Processed by Initials:	Date:
Personnel	
<input type="checkbox"/> Entered FCOE/TRACKING - prior name	<input type="checkbox"/> Employee Directory
<input type="checkbox"/> Notice to Health Benefits	<input type="checkbox"/> AESOP System (Teachers Only)
Payroll	
<input type="checkbox"/> Retirement Benefits	<input type="checkbox"/> AP