

# SHERMAN INDEPENDENT SCHOOL DISTRICT

## Human Resources Department

### CHANGE IN PERSONAL INFORMATION

\_\_\_\_\_  
Name as it appears on Sherman ISD records

\_\_\_\_\_  
Employee ID#

- Check here if you are reporting a change of name.**

To change your name on our records, we must see your letter or a copy of your letter addressed to TRS requesting a name change and the name you want shown on your records. To ensure proper credit of service for TRS, Social Security, and Medicare, the name on your Sherman ISD records should match that of your Social Security card and TRS records.

- Check here if you are reporting a change of address and/or telephone number.**

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

Security?  Yes  No

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
New Telephone Number (area code and number)

Security?  Yes  No

- Check here if you are reporting a change in marital status.**

New Marital Status:

Single

Married

*NOTE: A change in marital status generally requires a change in federal withholding. Please complete an IRS Form W-4 to make this change.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Position

#### OFFICE USE ONLY

*Changes have been made as indicated*

\_\_\_\_ Personnel Folder

\_\_\_\_ Employment Card

\_\_\_\_ AS 400

\_\_\_\_ Health Insurance

\_\_\_\_ Payroll

\_\_\_\_ Directory File