

SHERMAN INDEPENDENT SCHOOL DISTRICT

Human Resources Department

Change in Personal Information

Name as it currently appears on Sherman ISD records

Employee ID#

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

*New name: _____

*To change your name on our records, we must see your new social security card showing the name change.

- 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 _____ Health Insurance _____ TEAMS _____ Copy to Payroll