

Change of Address/Name Form

Address Change: To change your address you must complete this form and forward it to the Payroll Department at Salmond School.

Name Change: To change your name you must complete this form, attach the following documents and forward all to the Payroll Department at Salmond School:

- a certified marriage certificate or a certified divorce decree
- a social security card referencing your new name
- revised tax forms (W4 and M4) which are available online at Hanoverschools.org
- written notification of your name change from the Department of Education. The forms needed to request the change are available online at Hanoverschools.org.

PLEASE NOTE: If your marital status has changed, you only have 30 days to reflect the change in your health and/or dental coverage so you must report to the Treasurer's Office at Town Hall as soon as possible. Failure to do so may result in ineligibility and/or a denial of claims.

Please check all of the boxes that correspond to your current town benefits. If you are enrolled in health, dental and/or life insurance, the insurance companies have their own change of address/name forms (available at the Treasurer's Office) that you must also complete. In order to change your name and/or address with your retirement and/or 403(b) provider(s), you must contact them directly.

- ☐ Health Insurance ☐ Dental Insurance ☐ Life Insurance
☐ MTRS (Mass Teachers' Retirement) ☐ 403(b)/Annuity (Elective deferrals)
☐ Plymouth County Retirement (Full-time employees or regular, part-time employees)
☐ Mandatory Deferred Comp (Temporary, seasonal or occasional employees)

Please update my personnel and payroll records to reflect the following changes:

Department		Effective Date Of Change	
Current Information		New Information	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Telephone(s)	(h)	Telephone(s)	(h)
	(c)		(c)
Employee Signature		Date	
Business Manager		Date	
Payroll Supervisor		Date	
Update Personnel Folder:		Update X2:	
		Update Payroll:	
		Update Accounting:	