



**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
520 5TH AVENUE, FAIRBANKS, AK 99701**

EMPLOYEE PERSONAL INFORMATION CHANGE FORM

Employee Group:	Certified Staff	Classified Staff	Exempt
	Student / Intern	Substitute Teacher	Temporary

UPDATE OR CHANGE THE FOLLOWING: (please mark all changes that apply)	
Address / Email / Phone Number **Change of Name	Emergency Contact / Demographics Change of Marital Status

Employee Name: (please print clearly) _____ **F #:** _____

CHANGE OF NAME: (leave fields blank if no change)
New Legal Name
Last Name: _____ First Name: _____ MI: _____
**DOCUMENTATION REQUIRED WITH FORM SUBMISSION TO COMPLETE A CHANGE OF NAME:
<ul style="list-style-type: none"> State ID with new name <u>AND</u> Social Security Card <u>or</u> receipt verifying pending change
See instruction page for changes to health benefits and retirement forms

CHANGE OF ADDRESS / EMAIL / PHONE NUMBER: (leave fields blank if no change)
Address: _____
<i>Street</i> <i>City</i> <i>State</i> <i>Zip Code</i>
Phone Number: (new primary) _____ Home _____ Cell _____
Personal Email: _____ @ yahoo.com gmail.com _____ .com .org .net

Employee Signature: _____ Date: _____

FOR OFFICE USE ONLY:				
	Fax for to FEA / ESSA:		YES	NO
	QLE Docs received:		YES	NO
	Voya forms received:		YES	NO
	Change to marital status:		YES	NO
	<i>(YES) = send to payroll for PERS / TRS status update</i>			
	Change to health benefits:		YES	NO