

# Name/Address/Phone Change Form

NAME  Date of Change

Department

CHANGE:  Name  Address  Phone

*Please Note:* When you change your legal name, your Outlook e-mail address will automatically be changed to match AFTER the name change has been made in our Payroll/Human Resources database. Name changes CANNOT be made until ALL required documentation has been submitted. (See the box below.)

### NAME CHANGE:

FROM:  TO:

### REQUIRED DOCUMENTS:

**Name change requests require a visit to the Human Resources department to update your I-9.** You will need to bring your Social Security card reflecting your new name (the letter from Social Security acknowledging receipt of your request for a new card is NOT acceptable for this purpose), a new W-4 from (available online at the IRS or FRS websites, as well as at <https://www.leegov.com/hr/employees/forms>), and the completed name change form. To schedule this in-person appointment, please call the main HR line: 239-533-2245.

### ADDRESS CHANGE:

FROM:

TO:

Apply this change to ALL dependents  **DO NOT** apply this change to these dependents:

### PHONE NUMBER CHANGE:

FROM:  TO:

Apply this change to ALL dependents  **DO NOT** apply this change to these dependents:

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Employee PRINTED Name:   
(Please print your name as it appears on your paycheck for proper identification)

**Questions?** Call the Benefits Office at 533-2245

**RETURN THIS FORM & ALL REQUIRED DOCUMENTS TO HUMAN RESOURCES**