



## Forsyth County Personnel Services

110 EAST MAIN STREET, SUITE 230 • CUMMING, GA 30040 • 770-781-3088 • FAX 770-205-4698

### CHANGE NAME OR ADDRESS REQUEST FORM

Address Change       Name Change

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Old Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Old Phone #: \_\_\_\_\_

Old Personal Email: \_\_\_\_\_

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

New Phone #: \_\_\_\_\_

New Personal Email: \_\_\_\_\_

New Name: \_\_\_\_\_

***\*\*Must provide Personnel Services with a copy of new social security card before name can be changed in Payroll system and with benefit carriers. \*\****

Digital Signature      or      Type Signature

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please fax, drop off, e-mail or send through interoffice mail to Personnel Services.***

**For Payroll/Personnel use only:**

**PASS ALONG TO NEXT PERSON ON BELOW LIST TO COMPLETE.**

1) Munis \_\_\_\_\_ 2) Benefits \_\_\_\_\_ 3) Kronos and notify IS&T \_\_\_\_\_ 4) Pers Serv Spec \_\_\_\_\_

NEW Forsyth County Email: \_\_\_\_\_