



Chesapeake Public Schools

Personnel Department
 P.O. Box 16946
 Chesapeake, VA 23328-6496

Notification of Personnel Information Change

Please use this form to report name, address, telephone number, and marital status changes. Send completed signed form to the personnel department. Provide your social security number and new or correct information.

Employee Name (Please Print)

_____	_____	_____	_____
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Last Name

First Name

M.I.

SSN

_____	_____
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Building Assignment

Work Phone

New Information (If applicable)

Name	_____	_____	_____
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Last Name

First Name

M.I.

Address	_____		_____	_____
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Street

City

State

Zip

Phone _____

Marital Status	Married _____	Spouse's First Name _____
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Separated _____

Divorced _____

Widowed _____

_____	_____
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Signature (Required)

Date

If name change is due to marriage, a copy of a marriage license is required. If an employee is going back to a maiden name after a divorce, a copy of the court order awarding the return of the name is required.

If you wish to change your income tax withholding exemptions, please file an updated federal form (W-4) and an updated state form (VA-4) along with this form. These forms are available at your school or building assignment, the payroll department, or the personnel department.

For Office Use Only Initials _____ Date _____

For Office Use Only Medical _____ Dental _____
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