



# LEE COUNTY SCHOOL DISTRICT

1280 College View Drive, Tupelo, MS 38804 - 662.841.9144

## EMPLOYEE CHANGE FORM

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

Social Security Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

### TYPE OF CHANGE

*Please check all that apply*

**Address**

**Phone Number**

**Name Change** \*\*\*Must be accompanied by a copy of the social security card

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

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

Phone Number: \_\_\_\_\_

### **Name Change:**

*This should be your name as it appears on your Social Security Card.*

Original Name : \_\_\_\_\_

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

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

Office use Only

Entered By: \_\_\_\_\_

Date Entered : \_\_\_\_\_