

**INDEPENDENT SCHOOL DISTRICT 16  
CHANGE OF PERSONAL INFORMATION**

Please complete the information and forward this form to the **Human Resources Department**. Information submitted will be processed upon arrival to assure no disruption to payroll and internal district functions.

Changes in *Family Status* may require additional forms to submit. Please contact Human Resources if you have any questions.

Employee Number	Effective Date
Current Legal Name	Legal Name Change
Current Address	New Address
Current Phone Number	New Phone Number

Preferred Name (Nickname)

For Routing Use Only

- \_\_\_\_\_ Human Resources (Please return for filing)
- \_\_\_\_\_ Payroll
- \_\_\_\_\_ Accounts Payable
- \_\_\_\_\_ Administrative Asst. (Buildings)
- \_\_\_\_\_ Superintendent Admin. Asst.
- \_\_\_\_\_ Tech Dept.