

# Oyster Bay-East Norwich Central School District CHANGE OF EMPLOYEE INFORMATION

(This form will be used for your records in Personnel only)

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Location: \_\_\_ District-wide \_\_\_ H.S. \_\_\_ Roosevelt \_\_\_ Vernon Cell#: \_\_\_\_\_

**Check off box(es) of information to be changed. Sign and send to Personnel Dept.**

Effective date of change: \_\_\_\_\_

Name: \_\_\_\_\_  
(Note: Change of name requires supporting documentation)

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

Home #: ( ) \_\_\_\_\_

Cell #: ( ) \_\_\_\_\_

Home Email : \_\_\_\_\_

I certify that the above information is true and I give permission to change my records.

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

Please sign and send form to: Oyster Bay East Norwich Central School District  
1 McCouns Lane  
Oyster Bay, NY 11771  
Attention: Karen DeMartino/Personnel

**\*\*IT IS IMPORTANT TO:**

- **\*\*\*\*\*Fill out NEW TAX FORMS WITH PAYROLL \*\*\*\*\***
- Change your name on your TEACH account by logging into the following website:  
<http://www.highered.nysed.gov/tcert/teach>
- Notify the *New York State Teachers' Retirement System* (if you are a member)
- Notify the *Employees' Retirement System* (if you are a member)
- If your name has changed, notify the Social Security Administration Office at 1-800-772-1213 or go to their website at [www.ssa.gov](http://www.ssa.gov)

OFFICE USE ONLY

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