



EMPLOYEE INFORMATION CHANGE FORM – If using First Class district email, you can send address and telephone changes to: HR/PY Notifications. Otherwise, you can send your address and telephone changes to: hr_py_notifications@beaverton.k12.or.us, or complete this form and return to Human Resources.
For First Class email name change, please contact your site representative to submit a service request to the IT Dept.

Date _____

Name: _____ Employee ID # _____
(as it appears on your paycheck) (Five digit #)

New Information:

Name change request must have attached copy of social security card with new name

New Name (if applicable) _____

Street _____ **Apt #** _____

City _____ **Zip** _____

Phone _____

Comments _____