

McFarland School District - Official Name/Address Change Form

Changing your name or address can require many different areas to be updated or changed. Please review this form carefully.



Type of Change:

Name Change

Address Change

Attach name change documentation and review all questions on this form; fill out and return required forms.

Effective Date of Change: _____

Previous Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____

Marital Status: Single Married Divorced

New Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

New Phone _____

Marital Status: Single Married Divorced

As a result of your change, did your emergency contact information change? If yes, complete the following:

New Emergency Contact Information

Emergency Contact's full name _____

Address: _____

Phone _____ Alternate phone _____

Relationship _____

Publishing Information in Staff Directory Approval

- Please publish my address
- Please publish my home phone number
- Please publish my cell phone number

Employee Signature: _____ *Date* __/__/__

IMPORTANT QUESTIONS TO ANSWER:

- Has your Wisconsin Retirement System Beneficiary designation changed? If yes, complete the WRS beneficiary change form **and send to WRS**. The link is on the next page.
- Did your direct deposit information change? If yes, click on the link on the next page **and return it to payroll**.
- As a result of your change, has your tax withholding information changed? If yes, click the link on the next page and return to payroll.

<p>For Administrative use only.</p> <ul style="list-style-type: none"> ○ Copy of Driver's license for I-9 name change ○ New Tax Withholding forms? ○ New Direct Deposit? ○ New WRS Beneficiary? ○ Update WRS- Date_____ ○ Update Life Ins- Date_____ ○ Update Disability-Date_____ ○ Update Directory- Date_____ 	<p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Important Questions to Answer, Forms:

Wisconsin Retirement System Beneficiary:

[Open this link to Change your WRS Beneficiary Designation](#)- *Send Directly To WRS*

Direct Deposit:

[Open this link to Change your Direct Deposit Authorization](#) – *Return to Payroll*

W4 or WT-4:

[Open this link to Change your W-4 or WT-4 Tax Information](#) – *Return to Payroll*