



## NAME CHANGE REQUEST

Please type or print.

**Name:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date Change is Effective:** \_\_\_\_\_

### **Name Change**

Marriage date/divorce date: \_\_\_\_\_

**New Full Name:** \_\_\_\_\_

(You are required to obtain a new Social Security card and present the original card along with this form prior to any name change. This is necessary to avoid any problems with the IRS and/or your pension.)

**You will be responsible to make any changes to the following:**

### **Address and Phone Number:**

To change your address or phone number use the link on the Employee Intranet under Knowledge Base > Address Change > Staff > ESS Portal.

**W-4:** If you choose to change your marital status or the number of withholding allowances login to the Employee Self Service Portal. Alternatively, you can use the link on the Employee Intranet under Knowledge Base > Payroll > W-4 Tax Withholding Allowance Forms.

**Beneficiaries:** Please complete changes (name changes, address changes, and any change in beneficiaries for retirement benefits) directly to the appropriate retirement system listed below:

Illinois Municipal Retirement Fund: [IMRF Commonly Used Forms](#)

Teacher Retirement System: [TRS Name Change](#)      [TRS Beneficiary Change](#)

**NOTE TO CERTIFIED STAFF:** It is imperative that you notify the Illinois State Board of Education of any name changes. District 308 cannot change your name in any of our systems until we receive verification from you that the ISBE system has processed the change. ***As proof of the change, please supply the district office with a copy of your ELIS credential printout.***

Please complete Form ISBE 73-71 (7/13) and submit to the Regional Office of Education so that the state is notified of the change. Please contact the ROE at 630-553-4168 for information about any additional required documentation.

**Follow the link to access the form:** <https://www.isbe.net/documents/73-71-licensure-update.pdf>

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

Please submit this completed form to your Building Secretary who will update the building level record.

**Building Secretary will forward to Human Resources at the District Administration Center.**

Received by Building Secretary: \_\_\_\_\_

Date forwarded to DAC / by: Secretary Name

Received in Human Resources Office: \_\_\_\_\_