

BAKERSFIELD CITY SCHOOL DISTRICT

Education Center - 1300 Baker Street

Bakersfield, California 93305

Personnel Services

CHANGE OF ADDRESS, TELEPHONE OR NAME

First Name Middle Name Last Name Employee I.D. #
(Obtain ID # from your site secretary)

School or Department Position

New Address _____
Street

City _____ State _____ Zip _____

New Telephone Number _____

Change of Name _____

To ensure accurate payroll records name changes must be confirmed by a copy of a social security card with your new name. If you have not yet received your new social security card, be sure to provide a copy to the Payroll department as soon as possible.

Signature _____ Date _____

PLEASE FORWARD TO PERSONNEL SERVICES

FOR OFFICE USE:

Recorded _____
Date _____ Initials _____

Original Copy - Personnel File

Yellow Copy – SEMS

Green Copy – Payroll

Blue Copy – Insurance