School Administrative Unit #15
90 Farmer Road
Hooksett, NH 03106
603-622-3731

EMPLOYEE CHANGE OF ADDRESS / NAME FORM

Please complete this form to change your name, address or phone number and submit it to the Human Resources Office so your personal information can be updated accordingly.

A name change requires supporting documentation such as a marriage license or divorce decree as well as a copy of your Social Security Card reflecting the name change.

Change Effective Date: _____

Employee Name (New or Current): _____

Employee Name (Former): _____

District: ☐ Auburn ☐ Candia ☐ Hooksett ☐ SAU

If Hooksett: ☐ Underhill ☐ Memorial ☐ Cawley

New Address: _____

Old Address: _____

New Phone #: _____ Old Phone #: _____

_____ _____
Employee Signature Date

Please review the following list to see if any additional forms or steps may be needed to complete your change: **W4 Form-**Please complete new form if you wish to change your filing status or have a name change

Health & Dental Enrollment/Change Form-Please complete if you are enrolled in SchoolCare health and/or dental for either an address or name change

NH Retirement System Address/Name Change Form-Please complete if you are a contributing member of NHRS, you can also make these changes online at www.NHRS.org when logged into your personal account

NH Department of Education- Please complete for a name change only, address changes can be completed online in your SSO/EIS profile

If you have any questions, you may contact the HR Director, at 622-3731, ext. 4018.