

**PARIS JUNIOR COLLEGE**  
**EMPLOYEE CHANGE OF ADDRESS/NAME FORM**

Employee ID: \_\_\_\_\_

Employee Social Security Number: XXX-XX-\_\_\_\_\_

Employee Name: \_\_\_\_\_

New Name: \_\_\_\_\_

**Your PJC email will be updated with your new name.**

(For change of name you will need to bring your official driver's license and social security card.)

New Address: \_\_\_\_\_  
(Street)

(City) (State) (Zip)

Please complete information below to update our records:

Personal Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Cell Number	Home Number	Work Number

Payroll Address and Name Changes MUST be sent to Human Resources. If you wish to change your marital status and/or allowances, please complete a new W-4 form.

Employee Signature

Human Resources Signature

Date

Date

Date entered in payroll system

**THE FOLLOWING ENTITIES MUST BE CONTACTED BY THE EMPLOYEE WITH YOUR CHANGES.**

**ERS – [www.ers.texas.gov](http://www.ers.texas.gov) – 1-800-275-4377**

**TRS – [www.trs.texas.gov](http://www.trs.texas.gov) – 1-800-223-8778**

## ORP – YOUR FINANCIAL ADVISOR