

LOS RIOS COMMUNITY COLLEGE DISTRICT
Human Resources Office
1919 Spanos Court, Sacramento, CA 95825

Name / Address Change
(Please Print or Type)

Employee ID# _____

Date _____

Name Change

NEW NAME

From _____

To _____

Document(s) Required

- A copy of your updated signed social security card.
- For employees who are California State Teachers' Retirement Systems (CalSTRS) members, a copy of a U.S. government issued document that includes your updated name, picture and date of birth, is also required by CalSTRS.
- If applicable, submit new Federal/State tax forms directly to Payroll – for questions (916) 568-3025.

Address Change

NEW ADDRESS

Name _____

Street _____

City _____

State & Zip Code _____

Phone _____

Check phone type listed above:

- Home
- Cellular
- Other (describe): _____

Check if you are:	Manager	<input type="checkbox"/>	Location:	ARC	<input type="checkbox"/>
	Full-Time Faculty	<input type="checkbox"/>		Ethan Way	<input type="checkbox"/>
	Part-Time Faculty	<input type="checkbox"/>		CRC	<input type="checkbox"/>
	Regular Classified	<input type="checkbox"/>		DO/FM	<input type="checkbox"/>
	Temporary Classified	<input type="checkbox"/>		FLC	<input type="checkbox"/>
	Employment Service Agreement	<input type="checkbox"/>		SCC	<input type="checkbox"/>
	Professional Expert	<input type="checkbox"/>		Other:	_____
	Federal Work Study/Student Help	<input type="checkbox"/>			

Employee Signature _____

Directions: **Employee** provides copies as noted below.

Original: Human Resources (email: HR-Employment@losrios.edu)
(For name changes only, ensure to include attachments with H.R. form)

Copy: Vice President, Instruction (manager/faculty)
Vice President, Administration/District Office Manager (classified employees)

Copy: Benefits (email: DO-Benefits@losrios.edu)

Copy: Bargaining Unit (appropriate union or association)
<https://employees.losrios.edu/employee-groups/collective-bargaining>

NOTE: *If you are a current or past student of LRCCD, please make your address change separately with Admissions and Records Office on campus.*