

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
<u>NEW NAME</u>
From _____
To _____
<u>Document(s) Required</u>
➤ 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
<u>NEW ADDRESS</u>
Name _____
Street _____
City _____
State & Zip Code _____
Phone _____
Check phone type listed above:
<input type="checkbox"/> Home
<input type="checkbox"/> Cellular
<input type="checkbox"/> Other (describe): _____

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

Employee Signature _____

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

- Original:** Human Resources
 (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
- Copy:** Bargaining Unit (appropriate union or association)

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