


ADDRESS/NAME CHANGE

- **Address Changes** can be done through PeopleSoft.
- **Name changes** can only be completed through this form.
 - Employees must provide proof of name change (Driver's License, Social Security Card, etc).



SAN DIEGO COMMUNITY COLLEGE DISTRICT
Payroll-Address or Name Change Notice

Change: Name Address or Telephone
Please type or print clearly

Human Resources - Payroll
3375 Camino del Rio South
San Diego, CA 92108-3883

**Important: If you're changing your name please enter it exactly as it is on your social security card. Enter new name in New Information (Name Change Only) section.*

Identification Number	Last Name	First Name	M I	Effective Date of Change
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Campus: _____ Assignment Title _____ Contract
 Adjunct/NANC Employee

New Information (Name Change Only)

New Last Name	New First Name
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Personal Contact Information

New address: _____
Street Address/Apartment _____
City _____ State _____ Zip Code _____

Phone Number	Type
_____	<input type="checkbox"/> Home <input type="checkbox"/> Cell
_____	<input type="checkbox"/> Home <input type="checkbox"/> Cell

Email Address _____

I hereby certify that the above information is correct, and agree to notify Human Resources-Payroll promptly on a similar form, of any and all subsequent changes of address; and further agree specifically, that the address given above, or as so changed, and not any other address which may be given by me or purported to be mine is to be considered as my "official" or "last known" address.

Employee Signature _____ Date _____

Payroll Processed _____ Date _____ Benefits Processed _____ Date _____

Fill out form completely EXCEPT for this part. This is to be completed by the Payroll Department.

- Only enter the information that needs to be updated in our system.
- When completed, turn in to the Payroll department.