



RTR SCHOOL DISTRICT #2902

Russell – Tyler - Ruthton

PO Box 659 ♦ Tyler, MN 56178-0659
507-247-5911 ♦ Fax: 507-247-3876 ♦ www.rtrschoools.org

EMPLOYEE INFORMATION CHANGE FORM Please return this form to Sallie/Business Office

Use this form to change your name, address, phone number, and/or emergency contact information.

- Complete only the areas that need to be changed.**
- To change your name, you must present your social security card indicating your new name, a copy will be made to keep on file.
- If you change your name we also request that we receive a copy of your updated driver's license to keep on file.
- If you change your name or you need to change your tax exemptions, you must complete a new MN W-4 and federal W-4 form for state and federal taxes.
- If you have questions, please contact Sallie at 507-247-5913 or sallie.thooft@rtrschoools.org.

Name (full legal name) _____

To change name:

Previous Name: _____
(Please print)

New Name: _____
(as listed on SS Card) (Please print – you must present your “new” social security card)

Marital Status (circle one) Single Married Separated Divorced Widowed

To change address or phone number:

New address: _____
(Mailing address; City/State/Zip)

Phone #: _____
(Primary telephone # - include area code) (Optional alternate telephone # – include area code)

To change emergency contact:

Emergency Contact Name: _____ Relationship _____

Emergency Contact Phone Number: _____ (include area code)

Employee's Signature _____ Date _____