

Wood County Educational Service Center

1867 N. Research Drive
Bowling Green, OH 43402
419.354.9010 (Phone) 419.354.1146 (Fax)

Employee Name / Address Change Form

OLD Printed Name _____

Address _____

City _____ State _____ Zip _____

School District of Residence _____

Municipality of Residence _____

NEW Printed Name * _____

Address _____

City _____ State _____ Zip _____

School District of Residence _____

Municipality of Residence _____

If municipality has a tax, do you want this tax withheld from your wages? Y or N

Effective Date of Change _____

Signature _____ Date _____

*Name changes can not be processed without an updated social security card. Please bring your new Social Security card to the payroll department.

Please return form to the payroll department

Fax: 419.354.1146
Email: payroll@wcesc.org

Remember to contact your retirement system (SERS or STRS) to update your changes!

Office Use Only:

_____ Update AF Comply

_____ Update MMO