

# 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 \_\_\_\_\_

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

**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!**