

CHANGING YOUR NAME AND/OR ADDRESS

The following forms must be completed and departments notified when an employee changes his/her name and/or address.

Form	Department or Agency	Reason to Complete Form
Address/Name Change	HR/Payroll	To ensure employee contact information is current for reporting of payroll taxes, W-2 forms, personnel file update.
Emergency Contact	HR	If an employee marries or divorces, the emergency contact form should be updated.
U.S. Postal Service Address Change Form	U.S. Postal Service	Employees can now go online to change their address with the U.S. Postal Service at http://www.moversguide.com .
Social Security Name Change	Social Security Administration	If an employee marriage or divorce results in a name change, a new social security card must be applied for <u>before</u> the employee name can be changed by HR or Payroll. For more information, go to http://www.ssa.gov .
Federal W-4 Form	Payroll	If an employee name, address or dependent status changes, a new W-4 form must be completed. W-4 forms can also be accessed online at http://www.irs.ustreas.gov/pub/irs-pdf/fw4.pdf .
State Tax Withholding Form	Payroll	If an employee name, address or dependent status changes, a new State Tax Withholding Form must be completed. Employees can print out the form by going to http://tax.ohio.gov/documents/forms/employer_withholding/Generic/WTH_IT4_Final_2006_GEN_FI_050106.pdf . School District number is required and can be obtained using https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Addresses/LookupByAddress.aspx?taxType=SchoolDist .
City of Residence – Income Tax Withholding	Payroll	If an employee moves to a new locality, a new form must be completed to cancel city income tax withholding and/or begin withholding for new locality if an employee continues to elect having city of residence income tax withheld. Also, if an employee transfers work locations, a new form must be completed in order for Payroll to update residence tax credit.
Health Insurance Change Form	HR/Medical Mutual of Ohio	If a name change, dependent change or address change occurs, a new Health Insurance Change Form must be completed.
OPERS Address/Bank/Name Change Request Form	HR/Payroll/OPERS	If an employee's name or address changes, this form must be completed and forwarded to OPERS.
Ohio Bureau of Motor Vehicles Change of Address Form	Bureau of Motor Vehicles (BMV)	Important if you have a CDL or Operator's License in order for the BMV to notify you of your license expiration.
IS User Change Form	Information Systems	If the employee has an email account, the email address will need changed to reflect the current name.