



## **Evergreen Employee Address Change Form:**

Please fill out, sign and date this form and distribute per instructions below.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\*This form needs distributed to each area listed below:

\_\_\_\_\_ Building Secretary, for Bus Drivers the Transportation Assistant

\_\_\_\_\_ Superintendent's Office

\_\_\_\_\_ SERS or STRS of this change for retirement benefits purposes

\_\_\_\_\_ Treasurer's office

*Please note a Withholding Certificate for School District Income Tax and/or a Village Tax form may need to be filled out depending if you moved into a School District with a school district income tax or live in a Village which needs tax withheld.*