

LOS RIOS COMMUNITY COLLEGE DISTRICT
Human Resources Office
1919 Spanos Court, Sacramento, CA 95825

Name / Address Change
(Please Print or Type)

Employee ID# _____

Date _____

Name Change

NEW NAME

From _____

To _____

Document(s) Required

- A copy of your updated signed social security card.
- For employees who are California State Teachers' Retirement Systems (CalSTRS) members, a copy of a U.S. government issued document that includes your updated name, picture and date of birth, is also required by CalSTRS.
- If applicable, submit new Federal/State tax forms directly to Payroll – for questions (916) 568-3025.

Address Change

NEW ADDRESS

Name _____

Street _____

City _____

State & Zip Code _____

Phone _____

Check phone type listed above:

- Home
- Cellular
- Other (describe): _____

- | | | | | | |
|-------------------|---------------------------------|--------------------------|-----------|-----------|--------------------------|
| Check if you are: | Manager | <input type="checkbox"/> | Location: | ARC | <input type="checkbox"/> |
| | Full-Time Faculty | <input type="checkbox"/> | | Ethan Way | <input type="checkbox"/> |
| | Part-Time Faculty | <input type="checkbox"/> | | CRC | <input type="checkbox"/> |
| | Regular Classified | <input type="checkbox"/> | | DO/FM | <input type="checkbox"/> |
| | Temporary Classified | <input type="checkbox"/> | | FLC | <input type="checkbox"/> |
| | Employment Service Agreement | <input type="checkbox"/> | | SCC | <input type="checkbox"/> |
| | Professional Expert | <input type="checkbox"/> | | Other: | _____ |
| | Federal Work Study/Student Help | <input type="checkbox"/> | | | |

Employee Signature _____

Directions: **Employee** provides copies as noted below.

- Original: Human Resources
(For name changes only, ensure to include attachments with H.R. form)
- Copy: Vice President, Instruction (manager/faculty)
Vice President, Administration/District Office Manager (classified employees)
- Copy: Benefits
- Copy: Bargaining Unit (appropriate union or association)

NOTE: If you are a current or past student of LRCCD, please make your address change separately with Admissions and Records Office on campus.