

## MCCCD EMPLOYEE ADDRESS/NAME CHANGE FORM

Return to Compensation Department

**Name Change Only: Prev. Name:** \_\_\_\_\_

**You must include: SS Card with new name, new W-4 and A-4**

### Employee Information

Last Name, First Name

Employee ID:

New Home Address or Post Office Box

Home Phone #

New City, State and Zip Code

Campus Location:

Employee Signature

Today's Date

SS#

### Compensation Use Only

Input Date

Initials

PPE Date

Instructions:

Name Change:

If you are changing your name, please fill out complete form including previous name and employee information. Include a copy of your social security card with your new name and a new W-4 and A-4 with your new name.

Address Change:

If this is an address change only, please fill out Employee Information and sign.

For Name Changes and Address Changes: If you are an Arizona State Retirement (ASRS) participant, you will need to contact Arizona State Retirement @ 602-240-2000 or [http://www.azasrs.gov/web/pdf/forms/Change\\_of\\_Address.pdf](http://www.azasrs.gov/web/pdf/forms/Change_of_Address.pdf)