



OZARK R-VI SCHOOL DISTRICT REQUEST FOR NAME CHANGE

PRIOR NAME: _____
(LEGAL LAST) (LEGAL FIRST) (MI)

NEW NAME: _____
(LEGAL LAST) (LEGAL FIRST) (MI)

You must have applied for a new social security card with the new name and present proof to the Human Resources Department before your name will be changed in the system and complete the following forms.

(You may obtain these on the website or by contacting the Human Resources Department)

1. Federal W4
2. MO W4
3. Direct Deposit form (if any of your bank information has changed)
4. Life Insurance Beneficiary Form (if applicable)
5. Health Insurance Enrollment form for name change (if applicable)
6. Dental and/or Vision Enrollment form for name change (if applicable)
7. PSRS/PEERS Retirement Name Change form and Beneficiary form (if applicable)-**Send directly to PSRS/PEERS at address on the form.**
8. Submit School Dude Work Order to have email account, etc. changed in system (if applicable)—above process must be finalized before this change will be completed.

(SIGNATURE)

(DATE)

Revised 08/22/2011