

Change of Address/Name Form

Change of Address and/or Name: To change your address and/or name, you must complete this form and forward the white copy to the Treasurer's Office at Town Hall and the yellow copy to the Payroll Department at Salmond School. If you are changing your name, you must also provide the Treasurer's Office with a certified marriage certificate or a certified divorce decree and a social security card referencing your new name. You must also attach a revised W4 form and a revised M4 form. Both of these forms are available in your school office or on-line at Hanoverschools.org.

If your marital status has changed, you only have 30 days to reflect the change in your health and/or dental coverage so you must report to the Treasurer's Office as quickly as possible. Failure to do so may result in ineligibility and/or a denial of claims.

Please check all of the boxes that correspond to your current town benefits. If you are enrolled in health, dental and/or life insurance, the insurance companies have their own change of address/name forms (available at the Treasurer's Office) that you must also complete. In order to change your name and/or address with your retirement and/or 403(b) provider(s), you must contact them directly.

- Health Insurance
 Dental Insurance
 Life Insurance
 MTRS (Mass Teachers' Retirement)
 403(b)/Annuity (Elective deferrals)
 Plymouth County Retirement (Full-time employees or regular, part-time employees)
 Mandatory Deferred Comp (Temporary, seasonal or occasional employees)

Please update my personnel and payroll records to reflect the following changes:

School	Current Information	Effective Date Of Change	New Information
	Name		Name
	Address		Address
	City/State/Zip		City/State/Zip
	Telephone(s) (h) (c)		Telephone(s) (h) (c)
Employee Signature			Date
Business Manager			Date
Treasurer's Office			Date
Update Personnel Folder:	Update X2:	Update Payroll:	Update Accounting: