

<b><i>Shrewsbury Public Schools</i></b>	
<b>Employee Name:</b>	
<b>Employee Number :</b>	
<b>Effective Date:</b>	

<b>Address Change</b>	
New Home Address:	
<i>New Mailing Address:</i>	
New City, State & Zip code:	
New Phone Number:	

<b>Name Change</b>	
Old Name:	
New Name:	
<i>*must provide Marriage Certificate &amp; new SS card or divorce decree</i>	

Signature:	Date:
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*Forward to:      Central Office - Human Resource Department  
100 Maple Ave. Shrewsbury, MA. 01545  
Fax number: 508-841-8490*

FOR INTERNAL USE ONLY:

School Department Payroll Office

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CC: Sherry Casey - Treasurer's Office