

**VERMILION LOCAL SCHOOL DISTRICT  
PERSONAL DATA CHANGE FORM**

Staff Name: \_\_\_\_\_ Building: \_\_\_\_\_

Assignment: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_

New Address: \_\_\_\_\_

\_\_\_\_\_

Previous Phone: \_\_\_\_\_ New Phone: \_\_\_\_\_

*-- If you moved to a new city you may need to change your **municipal tax** obligation.--  
To make the change, go to the Staff page at [www.vermilionschools.org](http://www.vermilionschools.org) – Payroll forms section.  
Download and complete the **Municipal Income Tax** form – forward to the Payroll office.*

Previous Name: \_\_\_\_\_

New Name: \_\_\_\_\_

**NOTE: Names cannot be changed in any Department until a new Social Security Card showing the new name is received in the payroll office.**

Signature (required): \_\_\_\_\_

**PLEASE SUBMIT THIS FORM TO LORETTA FARNHAM-PAYROLL**

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**Office Use Only**

- Human Resources
  - Power School
  - USPS
  - AESOP
  - PSW
  - Email / Staff list
  - Spreadsheet
  - File Name
  - Eval / Seniority lists

- Payroll
  - Social Security Card
  - Insurance
- Accounts Payable