



TRUMBULL COUNTY  
EDUCATIONAL  
SERVICE CENTER

# TCESC EMPLOYEE PERSONAL CHANGES

TCESC employees should use this form to advise the organization of personal changes that are pertinent to our record keeping. Please check the appropriate area and then provide the necessary information.

**EMPLOYEE NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

## \_\_\_\_\_ ADDRESS CHANGE

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

*Street Address*

\_\_\_\_\_

*State*

*Zip Code*

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

*Street Address*

\_\_\_\_\_

*State*

*Zip Code*

## \_\_\_\_\_ NAME CHANGE

Current Name on File at TCESC: \_\_\_\_\_

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

Please change my NEOMIN email address to: \_\_\_\_\_

## \_\_\_\_\_ PHONE NUMBER CHANGE

Previous Phone Number: \_\_\_\_\_

New Phone Number: \_\_\_\_\_

Please make a notation if you do not want your phone number published.

**All requests for changes in direct deposit and insurance should be made by placing a phone call to the assistant to the treasurer, at 330-505-2800 ext. 121.**

### FOR OFFICE USE ONLY:

Information taken by: \_\_\_\_\_ Date \_\_\_\_\_

Copies to: \_\_\_\_\_ HR Secretary \_\_\_\_\_ Assistant to the Treasurer \_\_\_\_\_ Technology (for emails)

\_\_\_\_\_ Employee's Supervisor \_\_\_\_\_ Fund Accounting Administrator

\_\_\_\_\_ Employee's Secretary \_\_\_\_\_ Superintendent's Office

Updated 8/06