



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



Change of Address / Name Change

LOCATION

Chabot College Las Positas College **District:** Hayward Livermore Dublin

POSITION CLASSIFICATION

FACULTY:
 Full-time (Regular)
 Part-Time

CLASSIFIED:
 Full-time/Part-time (Regular)
 Confidential/Supervisory
 Short-term

MANAGEMENT:
 Administrator

OTHER:
 Professional Expert
 Student Assistant
 Volunteer
 Retiree

IF CHANGING ADDRESS, PLEASE FILL OUT INFORMATION BELOW. (Please print information clearly and provide only new information.)

Effective date of change: _____ / _____ / _____ SSN or W#: _____

Name: _____

Residential address: _____
(Street & Number) (City) (State/Zip)

Mailing address: _____
(If different from Residential Address) (Street & Number) (City) (State/Zip)

Contact #: () _____ cell home office Alternate #: () _____ cell home office

Email address: _____

Employee signature: _____ Date: _____ / _____ / _____

IF CHANGING YOUR NAME, READ AND FILL OUT BELOW. (Please print information clearly.)

- Update your social security card with the Social Security Administration.
- When your new card is received, please visit the Office of Human Resources at 7600 Dublin Boulevard, 3rd Floor, Dublin CA 94568, in order to officially confirm your changes.*
- Be sure to bring your social security card and the items noted below.

Effective date of change: _____ / _____ / _____ SSN or W#: _____

Previous name: _____

New name: _____

Employee signature: _____ Date: _____ / _____ / _____

*HR Staff verification of new SSN card and one of the following:

Driver's License Birth Certificate Passport Naturalization Foreign Passport with I94 per PERS requirement (Oct 2011).

HR staff signature: _____ Date: _____ / _____ / _____

HUMAN RESOURCES / BENEFITS / PAYROLL USE ONLY

Human Resources: **Date:** _____ / _____ / _____ **Initials:** _____

Benefits: **Date:** _____ / _____ / _____ **Initials:** _____

Payroll: **Date:** _____ / _____ / _____ **Initials:** _____