

**Quinebaug Valley Community College
Employee Name and/or Address Change Form**

Employee Name: _____

Banner ID #: _____

Employee ID #: _____

Old Name: _____

New Name: _____

Effective Date: _____

(Please attach legal paperwork such as Marriage License for verification)

Old Address: _____

Old Telephone Number: _____

Street/P.O. Box #: _____

City/Town: _____ **State:** _____ **Zip Code:** _____

New Address: _____

New Telephone Number: _____

Street/P.O. Box #: _____

City/Town: _____ **State:** _____ **Zip Code:** _____

Routing:

(Employee Signature)

Human Resources _____

Banner: Christine Mailhot _____

*** You will have to fill out new W-4 forms and Retirement forms (if applicable).***