



201 Sixth Street, Coronado, CA 92118-1799  
Tel. (619) 522-8900 ext. 1021 • Fax (619) 435-4672

## Notice of Change of Name or Address

### Change of

- Name
- Address
- Home Phone

\_\_\_\_\_  
Current Name

\_\_\_\_\_  
\* New Name

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

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number (Home)

\_\_\_\_\_  
Telephone Number (Cellular)

**Reminder:** Do you need to change or update:

- ⇒ W-4
- ⇒ TSA
- ⇒ Dependant Information?
- ⇒ Beneficiaries?

If so, please contact the Personnel Office.

**\* Name changes for IRS, RETIREMENT, and SOCIAL SECURITY report CANNOT be processed unless a photocopy of the new corrected social security card and drivers' license is attached.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Location