

BIG FIVE COMMUNITY SERVICES, INC.
(A Community Action Agency)



HUMAN RESOURCES



NAME / ADDRESS CHANGE FORM

Please return this form to: Big Five Community Services, Inc., **Human Resources**, 1502 1st Ave. Durant, OK 74701. You may fax the completed form to Human Resources, at 580-920-0007. The original completed form must still be mailed to Human Resources.

Note: We are required to ensure that you are paid under the same name as the Social Security Administration has on file. For **NAME** changes, please attach to this form a readable photocopy of your social security card, and a New completed **W4** form with your new name. If you are faxing this information to Human Resources the above documents must accompany this form. All original completed forms along with proof of change must be mailed to Human Resources.

Current Employee

Previous Employee

Retiree

NAME CHANGE

Employee Social Security #:	Effective date of change:
New Name:	
Former Name:	Program:
Is this a change in marital status (for benefits eligibility information):	
Signed:	
Date Signed:	

ADDRESS CHANGE

Employee Social Security #:	Effective date of change:
Name:	Program:
New Address:	
Signed:	
Date Signed:	