

**Winston County School System
Payroll Change of Name and/or Address**

NAME (Please Print): _____

Please make the following changes:

Name currently in the payroll file: _____

Change Name to: _____

Address currently on file: _____

Change Address to: _____

Signature: _____ Date: _____

A copy of the Social Security Card showing the new name must be sent along with this form before the name can be changed in the payroll system.

Return form to the Payroll Department
Winston County Board of Education
PO Box 9
25129 Highway 195
Double Springs, AL 35553

Note: Changes of name with the Retirement system or Peehip cannot be made through the Central Office. Employees will need to contact RSA or Peehip.