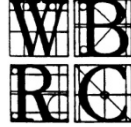


WEST BRANCH-ROSE CITY AREA SCHOOLS

Payroll Coordinator

Mailing address:
P. O. Box 308
West Branch, MI 48661
Phone: (989) 343-2000



www.wbrc.k12.mi.us

Physical address:
930 S. M-33
West Branch, MI 48661
Fax: (989) 343-2006


Request Name Change to Database and Email Account

My name recently changed from:

Prior name: _____

to

New name: _____

I understand that my name can be changed in the school database and email systems upon submission of an updated social security card,  and I have submitted an updated card to the Payroll Coordinator.

A new email account will be established, and my existing email account will also remain available for 30 days. During the 30 days, I understand I may access the existing account to archive information I need. After 30 days the existing account will close and only my newly established email account will remain active.

Employee Signature

Dated

Printed Employee Name