



Surry County Public Schools

Payroll Office

P.O. Box 317
Surry, VA 23883

Tele: (757) 294-5229

Fax: (757) 294-5263

CHANGE OF NAME/ADDRESS FORM

✚ If you are reporting a name change, please attach a copy of your new Social Security Card to this form and send it to the Payroll Office. **We cannot change your name until we receive a copy of your new Social Security Card.**

New Name Last First Middle/Maiden			Social Security Number		
Former Name Last First Middle/Maiden			Effective Date of Change Month Day Year		
New Address Number & Street		City	State	Zip	Telephone #
Former Address Number & Street		City	State	Zip	Telephone #

Signature

Date

Print Your Name