

**MANTECA UNIFIED SCHOOL DISTRICT**  
**NAME/ADDRESS/TELEPHONE CHANGE FORM**  
(Return the completed form to the Personnel Department)

Type of Change to be made:

- NAME CHANGE (You must contact the Payroll Department for additional paperwork)
- ADDRESS CHANGE (Effective date: \_\_\_\_\_)
- TELEPHONE NUMBER CHANGE (Effective date: \_\_\_\_\_)

JOB /POSITION: \_\_\_\_\_ SCHOOL/DEPARTMENT: \_\_\_\_\_ ID#: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle Initial

FORMER NAME: \_\_\_\_\_  
(Name Change Only) Last First Middle Initial

**Please provide your new driver's license and social security card (not copies)**

PHYSICAL ADDRESS: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City State Zip Code

MAILING ADDRESS (If different than physical address):

\_\_\_\_\_ Street Address

\_\_\_\_\_ City State Zip Code

TELEPHONE NUMBER: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date