



Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

CHANGE OF NAME/ADDRESS FORM

Should there be a change of name*, address, phone number or marital status during the school year, please notify the Personnel Office and your immediate supervisor/building principal immediately.

Social Security # _____ Date: _____

New Information:

Old Information:

Name: _____

Address: _____

Phone: (_____) _____ Phone: (_____) _____

Please Note: The Internal Revenue Service and Social Security Administration have combined their files to facilitate recordings of payments and mailing of tax returns. Should you have a name change, you **must** inform Social Security Administration and apply for a card with your new name. Your Social Security number will not change, but your records will be updated. Upon receiving the card indicating your new name, please bring the new card to the Personnel Office so that District payroll records may also be updated.

Lewiston-Porter Central School District
Personnel Office

4061 Creek Road, Youngstown, NY 14174
Phone: 716-286-7242 Fax: 716-286-7877