



RANDOLPH COMMUNITY COLLEGE ADDRESS/NAME CHANGE FORM

CURRENT/FORMER INFORMATION:

Full Name: _____
(First, Middle, Last)

Address: _____
(Street, City, State, Zip Code)

Phone: _____
(Home) (Cell) (Other)

NEW INFORMATION:

Full Name: _____
(First, Middle, Last)

Address: _____
(Street, City, State, Zip Code)

Phone: _____
(Home) (Cell) (Other)

Would you like a *new* Outlook email account to reflect new name? Yes No

(For name change only: Email accounts cannot just be updated. Please be advised that all information may not transfer from an old account into a new account. Also, passwords and other functions may need to be changed as well. Signature required.)

Employee: _____ Date: _____

Please note that a name change requires the updating of your I-9 in Human Resources. Please contact HR for an appointment.

For Human Resources Office Use Only

Name, address, and phone number changes require the following notifications:

Colleague	_____	Flex	_____
Health	_____	401K	_____
Dental	_____	Payroll	_____ (All Copies to Payroll)
Vision	_____	Colonial Life	_____ (Online)

Name change only require the following notifications:

Marketing _____ (email Assistant Director of Marketing for Public Information)

Switchboard _____ (email Switchboard Receptionist/Office Assistant)

VP Admin Services _____ (email Assistant to the VP for Administrative Services)

Computer Services _____ (email Director of Information Technology Services)

Distance Education _____ (email Director of Distance Education)

__ Personnel/Medical File __ Years of Service Spreadsheet __ Birthday List __ Update I-9