

**Winston County School System  
Payroll Change of Name and/or Address**

NAME (Please Print): \_\_\_\_\_

Please make the following changes:

Name currently in the payroll file: \_\_\_\_\_

Change Name to: \_\_\_\_\_

Address currently on file: \_\_\_\_\_

\_\_\_\_\_

Change Address to: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A copy of the Social Security Card** showing the new name must be sent along with this form before the name can be changed in the payroll system.

Return form to the Payroll Department  
Winston County Board of Education  
PO Box 9  
25129 Highway 195  
Double Springs, AL 35553

Note: Changes of name with the Retirement system or Peehip cannot be made through the Central Office. Employees will need to contact RSA or Peehip.