



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308
www.rbuesd.org

REGULAR EMPLOYEE NAME CHANGE

Employee Name: _____

Position Title: _____

Site: _____

E-mail: _____

PLEASE UPDATE THE FOLLOWING

New First & Last Name: _____

Former First & Last Name: _____

I verify that I have attached a copy of my Social Security Card to this form _____(initials)

*Social Security Card must be updated to new name for payroll change to be implemented

ADDITIONAL NOTE

To update your address, phone number, emergency contact, spouse information, or your federal/state withholdings please visit: [Employee Escape Portal](#)

To update your life insurance please visit: [CVI](#)

Employee Signature

Date

HR Use Only:

Received by

Date

Bidwell Elementary 527-7171
Metteer Elementary 527-9015

Jackson Heights Elementary 527-7150
Vista Preparatory Academy 527-7840
SEAL 840-2971