



Herricks Public Schools

Office of the Executive Director of Human Resources

MEMORANDUM

To: All District Employees

From: Ms. Dina Maggiacomo, Executive Director for Human Resources

RE: Change of Name/Address

Change of Name

In order to change your name legally with the District, please complete and submit a new W-4 form to the Department of Human Resources. Once the form has been received, the Human Resource Office will formally change your name. The payroll, benefits, technology, facilities and curriculum office will be notified of the change.

Buildings may not change a last name unless authorized by the Human Resource Office.

Change of Address

Please notify the Human Resource Office of your change of address.

Name Change for Health Benefits

In order for your Health Benefits to be updated with your change of name a copy of your marriage license is required. Please send to the Business Office, attention to the Benefits Coordinator.

NYS TEACH

Certificated Staff is required to update their name and address change on their NYS Teach account within 30 days of a change.

Thank you.