



*School District
of
Borough of Morrisville*

*School District Offices
550 West Palmer Street
Morrisville, Pennsylvania 19067-2195
Phone (215) 736-2681
Fax (215) 736-2413
www.mv.org*

EMPLOYEE CHANGE FORM

Employees use this form to notify Morrisville School District of changes to your employee record. Please check all that apply and send completed form to Human Resources:

- Name Change
- Address Change
- Update Email Address
- Phone Number Change
- Marital Status Change

INSTRUCTIONS

1. For all change please complete the top row and indicate areas that have changed.

Employee ID:	Name: (Last, First)		Middle Initial:
Former Last Name: (if applicable)		Effective Date of Change:	
Marital Status: <ul style="list-style-type: none">• Married• Single (including Divorced and Widowed)			
Street or PO Box:			
City:	State:	Zip Code:	
Home Phone:		Mobile Phone:	
Employee Signature:			Date:
HR action completed by: (Initials)			Date:

2. Marital status changes REQUIRES changes to tax information and may result in changes to benefits elections. Contact the HR office at 215-736-8403 to discuss benefits and Payroll at 215-736-5934.
3. Address changes for Pennsylvania State employees REQUIRES changes to [Local Earned Income Tax form](#).