



Change of Personnel Information

Employee Name:

New Address:

City:

State:

ZIP:

New Phone Number:

New School District *(of residence):*

Please complete this form and return to:

Zanesville City Schools Payroll Office

160 N. Fourth St.

Zanesville, OH 43701

For name changes, a photocopy of your new Social Security card must be attached to this request before it can be changed in our payroll system.