

Address Change Checklist

Employee Name

Title

Old Address:

Old Phone:

New Address:

New Phone:

Effective Date:

Signature

Date

Employee File _____

ADP _____ * *If changing states, verify state taxes.*

Anthem _____

TRB _____

MidAmerica _____

Aesop (Phone & Address Chg) _____

Power School _____

Update Sage _____

School Messenger (Phone # Chg.)* _____
** if not in PowerSchool*

Planwithease _____

Crosby (if applicable) _____

Paraprofessional Listing _____

Sub Lists _____

Update Payroll Workbook for
Correct School Year _____

Chg. State Taxes (if applicable) _____