

**Covert Avenue School
144 Covert Avenue
Elmont, NY 11003**

NAME/ADDRESS CHANGE

Personnel Department
Elmont Union Free School District
135 Elmont Road
Elmont, New York 11003

NAME CHANGE:

Please be advised that my name has changed due to _____. Please reflect this change on all District records. I have attached documentation to substantiate this request (Marriage Certificate, Divorce Decree, etc.).

In addition, you must contact Christyne Gerbasi at x42009 immediately to request life, health, dental, or vision insurance forms should you need to make any changes in your benefits.

ADDRESS CHANGE:

Please be advised that my home address and/or telephone number has changed as listed below:

Name: _____

Address _____

City: _____

State: _____ Zip Code: _____

_____ My telephone number has been changed to: _____

_____ My telephone number remains as: _____

Sincerely,

Signature

Date

Please Note: TRS members must notify retirement system of a change by visiting the website at www.nystrs.org.

ERS members visit www.osc.state.ny.us or contact the Personnel Department for a Change of Address form