



Address/Phone Number Change

TO BE RETURNED TO: Human Resources - Benefits Office
Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, Maryland 21401-7393
or you may send to Benefits secure fax: 443-458-0669.

Employee Name	Employee ID	Effective Date
Work Location	Job Title	
Employee Status (check one) <input type="checkbox"/> Active (currently employed w/ AACPS) <input type="checkbox"/> Inactive <input type="checkbox"/> Temporary Employee		Phone

Address Change			
Street Address	City	State	Zip Code
Name of County (if address is in Maryland)	Country (if applicable)		

For change of address: This form must be signed and dated. If moving to a different county or state, it must be accompanied with a new federal (W-4) and state tax form (for MD, PA, VA, or DC). Tax forms can be found on the AACPS home page – [www.aacps.org/Human Resources/Employee Forms/Payroll Section](http://www.aacps.org/HumanResources/EmployeeForms/PayrollSection). If you have any questions, please contact your designated Payroll Technician. (All original completed tax forms must be submitted – copies will not be accepted.)

Phone Number Change

Phone Number (Area Code + Number)

For phone change only: Please submit this form only. No other documents are necessary.

Required	_____	_____
	<i>Employee Signature</i>	<i>Date</i>