

SCHOOL DISTRICT NO. 20 (KOOTENAY-COLUMBIA)

2001 Third Avenue, Trail BC V1R 1R6 – Phone 250.368.6434 / Fax 250.364.2470

CHANGE OF PERSONAL INFORMATION

Address / Banking / Name

*Please complete, sign and forward to
School Board Office, attention:
Human Resources*

Date: _____

Last Name: _____

First Name: _____

Position/Occupation: _____

School/Site: _____

Employee #: _____

SIN: _____

CHANGE OF ADDRESS (CONTACT) INFORMATION

Street Address: _____

Mailing Address: _____

City: _____

Postal Code: _____

Telephone: _____

Email: _____

CHANGE OF BANKING INFORMATION

Bank: _____

Location: _____

Transit #: _____

Account Type/#: _____

CHANGE OF NAME INFORMATION

Last Name FROM: _____

TO: _____

First Name FROM: _____

TO: _____

Middle Name FROM: _____

TO: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY – CIRCULATE TO:

- Payroll – Support Staff
- Payroll – Teaching
- HR & Benefits
- Accounting
- Call-Out (CUPE)
- Laserfiched
- Student Support (*name change only*)