



CHANGE OF INFORMATION

- 1. Please complete the information below as neatly and as accurately as possible. Return this and necessary forms to the Human Resources Department personnel indicated at the bottom of this form.
2. To change your tax-withholding status, please complete a TD-1 and a TD-1ON form, and if you have changed your bank account, please complete a Bank Deposit form as well. These forms are available from the Human Resources Department.
3. In the event your marital status changes, it may be necessary to make changes to your benefit coverage and/or beneficiaries to your life insurance and pension plan. Please contact the Human Resources personnel indicated at the bottom of this form.
4. Teaching Personnel:
• an Ontario College of Teachers form must be completed and returned to the Ontario College of Teachers.
• an Information Update form which must be completed and returned to the Teachers' Pension Plan Board (address noted thereon).
• DO NOT RETURN THESE TWO FORMS (mentioned above) TO HUMAN RESOURCES. It is your responsibility to see that the forms are mailed directly to the proper source.
• if you have changed your grid position, please forward a copy of your new QECO rating statement.

S.I.N./I.D #: _____

Teaching Staff [] Clerical - C.U.P.E. 1348 [] Central Office Staff - N.B.U. []
Occasional Teachers [] Custodial - C.U.P.E. 27 [] Other: _____ []
O.S.S.T.F. - E.S.S. [] O.S.S.T.F. - P.S.S.P. []

Present Surname: _____ First Name: _____

Work Location(s): _____

New Name(s): _____ Effective Date: _____

Reason for Change: _____

New Address (if applicable): _____

New Phone # (if applicable): _____ Postal Code: _____

Current Marital Status: [] Single [] Widow/Widower [] Married [] Other
[] Common Law [] Divorced [] Separated

All forms/inquiries must be directed to the appropriate Human Resources personnel as indicated below:

Teaching: Elementary, Principals & Vice Principals..... Mary Emery255-3299
Teaching: Secondary, Occasional Elementary & Secondary, Continuing Education..... Toni Toldo255-3321
Educational Support Staff, Professional Student Services Personnel, Non-Bargaining Unit.... Kristie Cronin255-3297
Office, Clerical & Technical, Custodial, Part-Time School Aides, Skilled Trades Sonya Skillings...255-3339