



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 Direct 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.

Teaching Staff Clerical – C.U.P.E. 1348 O.S.S.T.F. - P.S.S.P. O.S.S.T.F.-L.E.S.E.

Occasional Teachers Custodial - C.U.P.E. 27 O.S.S.T.F. - E.S.S. Skilled Trades

Non-Bargaining Employees Other: _____

Present Surname: _____ First Name: _____

Work Location(s): _____ Employee I.D. #:

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:

Amie MacKinnon 519-255-3200 #10265	Natalie Keirl 519-255-3200 #10297	Lindsay Bezzoubkin 519-255-3200 #10321	Janet Vanderschee 519-255-3200 #10297	Katherine Galipeau 519-255-3200 #10339	Annie Allan 519-255-3200 #10298	Kim Speranza 519-255-3200 #10315
Non-Bargaining Employees	Elementary Teachers	Secondary Teachers	Educational Support Staff	Office, Clerical & Technical	Language and Employment Services Employees	Occasional Elementary Teachers
	Principals & Vice Principals	Occasional Secondary Teachers	Professional Student Services Personnel	Custodial/Maintenance		
		Continuing Education Instructors		Skilled Trades		
				WEST		