



Hillsboro
INDEPENDENT SCHOOL DISTRICT

CHANGE OF ADDRESS FORM

(Return to Human Resources)

This form is for your personnel file and is to be completed **ONLY if you have had a change of address or phone number**. Your W-2 form for tax information will be mailed to the address in your personnel file. This information is important and should be kept updated.

Employee Name

New Address

New Phone Number

Employee Signature

Date

For Office Use Only

_____ ASCENDER

_____ FBS