PRAIRIE SPIRIT
SCHOOL DIVISION

Box 809 • 121 Collins Street
Warman SK CAN • S0K 4S0
Phone: 306-683-2800
Fax: 306-934-8221
www.spiritsd.ca

CHANGE OF INFORMATION NOTIFICATION FORM

Date: _____

Current Name: _____

Employee number **or** SIN Number (for verification): _____

New information:

Address: _____

City/Town: _____

Postal Code: _____

Phone Number: _____

Position: _____

School/Location: _____

Banking Information change: (attach void cheque or electronic payroll distribution data form)

Date Change Effective: _____

Former name (if applicable): _____

New email address requested (if name change only):

_____@spiritsd.ca
firstname.lastname

This form must be completed and returned to humanresources@spiritsd.ca to update your HR and Payroll records and to update your email address due to a name change.