

SOUTH ORANGE-MAPLEWOOD SCHOOL DISTRICT  
HUMAN RESOURCES  
STAFF CHANGE OF NAME, ADDRESS, PHONE, OR EMAIL FORM

OLD/FORMER INFORMATION	NEW/CURRENT INFORMATION
NAME:	NAME
ADDRESS:	ADDRESS:
CITY:	CITY:
STATE:	STATE:
ZIPCODE:	ZIPCODE:
HOME PHONE:	HOME PHONE:
MOBILE PHONE:	MOBILE PHONE:
HOME EMAIL:	HOME EMAIL:
WORK EMAIL:	WORK EMAIL:

EFFECTIVE DATE OF CHANGE: \_\_\_\_\_

You must complete additional forms to update your information with the NJ School Employees' Health Benefits Program (SEHBP):

**Name and address change** access the form at this website: <https://www.state.nj.us/treasury/pensions/documents/forms/ha0890.pdf>

**Address change only** access the form at this website: <https://www.state.nj.us/treasury/pensions/documents/forms/ha0890.pdf>

Return the completed forms to the Office of Human Resources!