

Licking Valley Local School District

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Name Change Checklist

In the event you are changing your legal name, getting married or divorced below is a list of items that are needed to update the payroll system and insurance plans.

- Legal Name Change:
 - A copy of your new social security card
- Married:
 - If you are making changes to your insurance plans, you must complete a new application within 30 days of the event
 - Attach a copy of your marriage certificate (not marriage license)
 - Attach a copy of new social security card
- Divorced:
 - If you are making changes to your insurance plans, you must complete a new application within 30 days of the event
 - Attach a copy of front page and signature page of Divorce Decree. If anything is listed relating to dependents or insurance in the Divorce Decree, that will also need to be attached
 - Attach a copy of new social security card

Once all documentation has been collected, updates will be made to insurance plans, payroll system, email, google account, network etc.

All documents are to be given to Zoe Moran at District Office.

Zoe Moran
Assistant Treasurer
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