



CITY OF FRANKLIN, NEW HAMPSHIRE

FINANCE OFFICE
316 Central Street
Franklin, NH 03235
Phone (603) 934-3900
Fax (603) 934-7413
WWW.FRANKLINNH.ORG

Esaundra Gaudette, Finance Director
egaudette@franklinnh.org

Heather Getman, Finance Assistant
hgetman@franklinnh.org

Melissa Newton, Accountant
mnewton@franklinnh.org

EMPLOYEE NAME AND/OR ADDRESS CHANGE FORM

DATE:

EFFECTIVE DATE:

NAME:

DEPT:

NEW NAME:

Reason for Name Change:

copy of correct social security card required for change of name

PREVIOUS ADDRESS:

PHONE:

NEW ADDRESS:

PHONE:

EMPLOYEE SIGNATURE:

PROCESSED BY (Finance Personnel only):

**** BY INITIALING COMPANIES BELOW YOU GIVE PERMISSION FOR THE ABOVE CHANGES TO BE APPLIED TO THE FOLLOWING COMPANIES IN WHICH THE CITY CARRIES COVERAGE TO ITS EMPLOYEES. SHOULD A CHANGE OF BENEFICIARY BE INVOLVED PLEASE SEE MELISSA NEWTON FOR THE PROPER DOCUMENT. ****

____ DAVIS & TOWLE – BOSTON MUTUAL (AD&D, LIFE INSURANCE, STD, LTD)

____ DAVIS & TOWLE – MUTUAL OF OMAHA (AD&D, LIFE INSURANCE, STD, LTD)

____ NHIT medical, ANTHEM, dental, &/or Benefit Strategies, flexible benefits

____ NHRS - NEW HAMPSHIRE RETIREMENT SYSTEM

Franklin - The Three Rivers City