

CHILLICOTHE CITY SCHOOLS  
ATTN: PAYROLL DEPARTMENT  
425 Yoctangee Parkway  
CHILLICOTHE, OH 45601



**CHANGE OF**  
**NAME ADDRESS PHONE**

NAME: \_\_\_\_\_ PVIOUS LAST NAME: \_\_\_\_\_

SSN: \_\_\_\_\_ BUILDING LOCATION: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE – HOME: \_\_\_\_\_ MOBILE: \_\_\_\_\_

SCHOOL DISTRICT OF RESIDENCE: \_\_\_\_\_

SCHOOL DISTRICT 4 DIGIT TAX NUMBER (SEE BACK OF FORM): \_\_\_\_\_

I VERIFY THAT ALL OF THE ABOVE INFORMATION IS ACCURATE

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

IF YOU ARE COMPLETING THIS FORM FOR A NAME CHANGE YOU MUST SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD SHOWING YOUR NEW NAME ALONG WITH THIS FORM. BY FEDERAL LAW THE DISTRICT HAS TO ISSUE YOUR PAYROLL INFORMATION IN THE NAME THAT IS LISTED ON YOUR CURRENT SOCIAL SECURITY CARD.

## SCHOOL DISTRICT CODES FOR TAX PURPOSES

### FAYETTE COUNTY

MIAMI TRACE = 2401  
WASHINGTON COURT HOUSE = 2402

### HIGHLAND COUNTY

BRIGHT = 3601  
FAIRFIELD = 3602  
GREENFIELD = 3603  
HILLSBORO = 3604  
LYNCHBURG-CLAY = 3605

### HOCKING COUNTY

LOGAN-HOCKING = 3701

### JACKSON COUNTY

JACKSON = 4001  
OAK HILL UNION = 4002  
WELLSTON = 4003

### PICKAWAY COUNTY

CIRCLEVILLE = 6501 \*  
LOGAN ELM = 6502 \*  
TEAYS VALLEY = 6503 \*  
WESTFALL = 6504

### PIKE COUNTY

EASTERN = 6601  
SCIOTO VALLEY = 6602  
WAVERLY = 6603  
WESTERN = 6604

### ROSS COUNTY

ADENA = 7101 \*  
CHILlicothe = 7102  
HUNTINGTON = 7103  
PAINT VALLEY = 7104  
SOUTHEASTERN = 7105  
UNION-SCIOTO = 7106 \*  
ZANE TRACE = 7107

### VINTON COUNTY

VINTON COUNTY = 8201

PLEASE NOTE THAT SEVERAL DISTRICTS COLLECT A SCHOOL DISTRICT INCOME TAX.  
IF YOU LIVE WITHIN A DISTRICT THAT COLLECTS SCHOOL DISTRICT INCOME TAX IT IS

### **YOUR RESPONSIBILITY**

TO INFORM THE PAYROLL DEPARTMENT.

WE HAVE PLACED AN ASTRICK (\*) BESIDE THOSE DISTRICTS THAT COLLECT AN ADDITIONAL SCHOOL DISTRICT INCOME TAX. IF YOU LIVE IN A DISTRICT THAT IS NOT LISTED ABOVE YOU MAY CONTACT THE PAYROLL DEPARTMENT TO OBTAIN THE 4 DIGIT TAX CODE.