

IF YOU HAVE RECENTLY:

- **CHANGED MARITAL/FAMILY STATUS**
- **CHANGED YOUR NAME**
- **MOVED**
- **CHANGED YOUR PHONE NUMBER**

Please contact me at tcolter@geneseoschools.org or by phone 309-945-0408.

Some personnel items require immediate attention, so within 30 days of the event, please notify me of any changes.

You should notify me of the following:

1. Type of change
2. Date of change
3. Any health insurance changes needed?
4. Is there an update to address and/or phone number?
5. Is your direct deposit account changing?
6. Do you need to change your W-4 tax forms?
7. Are your beneficiaries up to date?

Additionally, you should log on to the TRS or IMRF website, if applicable, to be sure your information is current.

Thank you,

Tracy Colter
Human Resources Coordinator