



LUCAS COUNTY COURT OF COMMON PLEAS
HUMAN RESOURCES DEPARTMENT
700 ADAMS ST.
TOLEDO, OHIO 43604

CHANGE OF PERSONAL INFORMATION

EMPLOYEE NAME:

EFFECTIVE DATE:

DEPARTMENT:

POSITION:

	FORMER	NEW
Name (if changed)*		
Address**		
City/State/Zip		
Telephone Number		

* If name is changing, attach social security card with new name listed. Per Auditor’s Office, name cannot be updated until the new card is received.

** If street address is changing, complete and attach a new IT-4 State of Ohio tax withholding form. Per Auditor’s Office, address cannot be changed until a new form is submitted.

PLEASE NOTE: It is the employee’s responsibility to notify OPERS and Deferred Comp of any changes to name or address.

OPERS (Ohio Public Employees Retirement System) Phone: 1-800-222-7377 Website: www.OPERS.org	Ohio Deferred Compensation Phone: 877-644-6457 Website: www.ohio457.org/home	Ohio County Employees Retirement Plan Phone: 1-800-284-0444 Website: https://ccao457.empower-retirement.com/participant/#/login
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Send completed forms with documentation to CommonPleasHR@co.lucas.oh.us