



JEFFERSON COUNTY FINANCE

1244 GAY STREET
POST OFFICE BOX 1749
DANDRIDGE, TN 37725
PHONE 865-397-4922
FAX 865-397-4537

Employee Name & Address Change

Name as it appears on your Payroll Check _____

New Name _____

New Address _____

New Phone Number _____

Please contact Christy Wolfe at (865) 397-4922 Ext. 104 if you need to drop or add dependents, due to marriage or divorce, on your health or dental insurance plan.

Please note: To request a name change, a copy of your new Social Security card must be attached to this form.

Please mail or fax the completed form and attachments to:

**Jefferson County Finance
PO Box 1749
Dandridge, TN 37725
Fax: (865) 397-4537**