

Please note the following:

The correct completion of this form is necessary to ensure that taxes are not withheld wrongfully from your wages. Please read this form carefully and check the appropriate box below. If you are unsure of your school district, please call the Warren County School Board at (270) 842-7168. Please remember this address is used to address your payroll check and W-2's at year-end.

Complete this form and update each time you change residences.

Full Name	
Social Securi	ty Number
Complete Str	eet Address
City	State Zip
Telephone	
If you prefer to	receive your mail at a P. O. Box, please list below:
	Please check the appropriate Box Below
	☐ I certify that I do live in the Warren County School District.
	☐ I certify that I do not live in the Warren County School District
	This form is filed with your tax records at Western Kentucky University. It becomes our authorization to withhold or not withhold Warren County Occupational taxes from your wages.
The Employee is responsible for notifying their individual Retirement System of a change of address.	
	☐ I certify that I <u>have</u> previously retired through the KTRS retirement system
	☐ I certify that I <u>have not</u> previously retired through the KTRS retirement system
Date	Signature