

CHANGE OF EMPLOYEE DATA

Today's Date

ID Number

NAME:

(Last)

(First)

Change the following items:

Name

If a name change involves a change of marital status, a change in tax withholding and a new W-4 may be needed. Human Resources/Payroll records must be the same as social security card.

Home (or Mailing) Address

Mailing address for W-2 purposes must be a street address.

Home Phone Number

Campus Address

Campus Phone Number

Email Address

Previous Name:

New Home Address:

Street

City

Zip

New Home Phone:

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New Campus Address:

Building

Room Number

New Campus Phone:

***** FORWARD TO HUMAN RESOURCES *****

PH. 209-946-2124 | FAX. 209-946-2835 | Human_Resources@Pacific.edu