

CHANGE OF EMPLOYEE DATA

Effective 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: () _____

New Campus Address: _____

Building

Room Number

New Campus Phone: _____

Signature / Date _____

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