

Employee Information Change Form

Employee Name:

Last

First

M.I.

(If submitting a name change, list name prior to change)

Check All That Apply:

Name Change

Address Change

Emergency Contact Change

Effective Date of Change:

NAME INFORMATION

Note: Legal name changes require a copy of a government issued identification card or a record of a legal name change

New Legal Name:

Last

First

New Preferred Name / Nickname:

First Name Only

PERSONAL CONTACT INFORMATION

New Address:

Street Address

City

State

Zip Code

New Phone:

Home

Cell

Other

New Personal Email:

EMERGENCY CONTACT INFORMATION

Contact Name:

Last

First

Address:

Street Address

City

State

Zip Code

Phone:

Relationship:

If your employee information change was due to a change in marital status or other qualifying event, please contact HR to find out how your life status change effects your employee benefits. If you plan on changing your filing status, you will also need to fill out an updated W-4.