

# 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 \*\*\***