

# CHANGE OF EMPLOYEE DATA FORM

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
ID Number

NAME: \_\_\_\_\_  
(Last) (First)

There is a change in 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 the 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: \_\_\_\_\_  
(Last) (First)

New Home Address: \_\_\_\_\_  
Street City Zip

New Home Phone (with Area Code): \_\_\_\_\_

New Campus Address: \_\_\_\_\_  
Building Room Number

New Campus Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

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