



CHANGE OF PERSONNEL INFORMATION

WHAT YOU NEED TO KNOW BEFORE YOU BEGIN

- Use this form to update or change your personnel information on file.
- Personnel information is defined as Name, Address or Telephone.
- An updated W-4 form should be completed and submitted with this form.
- A copy of an updated Social Security Card is required for name changes only.
- Return completed form to the Business Office

PART 1 PERSONAL INFORMATION – PLEASE COMPLETE ALL FIELDS

Last Name	First Name	Middle Name or Initial		
Street Address	Apartment/Building	City	State	Zip Code
Email Address	Telephone Number(s) Home Cell			

PART 2 REQUESTED CHANGES – COMPLETE THE FIELDS YOU WOULD LIKE UPDATED

<input type="checkbox"/> NAME CHANGE				
Last Name	First Name	Middle Name or Initial		
<input type="checkbox"/> ADDRESS CHANGE				
Street Address	Apartment/Building	City	State	Zip Code
<input type="checkbox"/> EMAIL ADDRESS CHANGE	<input type="checkbox"/> TELEPHONE NUMBER(s) CHANGE			
	Home Cell			

PART 3 AGREEMENT AND SIGNATURE

I certify that the information provided on this form and within any attached documentation is accurate and free of alteration or falsification.

Signature (required)	Date
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PART 4 FOR OFFICE USE ONLY

Yes / No	Copy of Social Security card provided for name change requested on this form.	Staff Initials:
Yes / No	An updated W-4 provided for the change(s) requested on this form.	Staff Initials:
Yes / No	Changes have been made as requested.	Staff Initials:
Staff Signature:		Date: