

SFSC EMPLOYEE INFORMATION CHANGE FORM

COMPLETE AND RETURN TO HUMAN RESOURCES

NAME _____ GID _____
[CURRENTLY SHOWN ON EMPLOYMENT RECORDS]

PLEASE CHANGE MY:

NAME: _____
MUST PRODUCE COPY OF SOCIAL SECURITY CARD WITH NEW NAME and COMPLETED W-4 FORM [IRS REQUIREMENT]

ADDRESS: _____

FLORIDA LAW REQUIRES NOTIFICATION TO DIV. OF MOTOR VEHICLES WITHIN 10 DAYS OF ADDRESS CHANGE

PRIMARY PHONE NO: _____ HOME CELL

SECONDARY PHONE NO: _____ HOME CELL

EMERGENCY CONTACT: NAME _____
RELATIONSHIP _____
TELEPHONE NO. _____

MARITAL STATUS AND/OR NUMBER DEPENDENTS [MUST COMPLETE NEW W-4 AND ATTACH]

I AM A CURRENT OR FORMER STUDENT AND HAVE NOTIFIED STUDENT SERVICES
OF ANY CHANGE MADE HEREIN.

EMPLOYEE SIGNATURE _____ DATE _____

OFFICE USE ONLY

VERIFICATION (IF APPLICABLE)

- COPY OF SOCIAL SECURITY CARD
- COPY OF DRIVER'S LICENSE
- ORIGINAL W-4 FORM

DATA ENTRY:

BY _____

DATE _____