



NOTICE OF CHANGE – EMPLOYEE DEMOGRAPHICS

(Name, Marital Status, Address, Phone Contacts)

*For NAME CHANGE – Attach required tax withholding forms (I-9, IRS W-4, NYS IT-2104).
Records cannot be changed until they are received.*

Employee's Name (currently on file) ▶			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle</i>
Social Security # ▶	XXX – XX –	Birthdate ▶	/ /
	<i>Last 4 digits only</i>		
Personal Email ▶			
Ethnicity ▶ (Check one)	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic	Gender ▶ (Check one)	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Non-Binary
Race ▶ (Check all that apply)	<input type="radio"/> White <input type="radio"/> Black or African American <input type="radio"/> Native Hawaiian/Other Pacific Islander <input type="radio"/> Asian <input type="radio"/> American Indian or Alaska Native		

LAST NAME CHANGED TO ▶	
<i>A new email address will be generated for your new name. You will be notified when the new email address will be effective and provided information on how to make a smooth transition from your current to new email address.</i>	

NEW MARITAL STATUS ▶	<input type="radio"/> Married	<input type="radio"/> Single	<input type="radio"/> Divorced	<input type="radio"/> Widowed
-----------------------------	-------------------------------	------------------------------	--------------------------------	-------------------------------

OLD ADDRESS			
Street ▶			
City/Village ▶			
State ▶		Zip Code ▶	

NEW ADDRESS			
Street ▶			
City/Village ▶			
State ▶		Zip Code ▶	
Temporary Residence ↓	Effective Date From ↓	Effective Date To ↓	
<input type="checkbox"/> yes <input type="checkbox"/> no			

CONTACT INFORMATION	
Home Phone ▶	Listed <input type="checkbox"/> yes <input type="checkbox"/> no
Mobile Phone ▶	Listed <input type="checkbox"/> yes <input type="checkbox"/> no

EMERGENCY CONTACT	
Contact Name ▶	
Phone Number ▶	

Employee's Signature: _____ Date _____

SEND TO HUMAN RESOURCES OFFICE
131 Drumlin Court, Eisenhower Building, Newark, NY 14513-1863

Routing (office use ONLY):	[] Payroll Office	_____ date received	_____ initials
	[] Accounts Payable	_____ date received	_____ initials
	[] Human Resources Office	_____ date received	_____ initials
	[] New e-mail established	[] Portal updated	[] Lifetime Ben. [] Listserv updated
	[] RPC sent	[] Retirement	[] Excellus [] New ID badge issued
	[] WinCap	[] Update label	