



# EMPLOYEE INFORMATION RECORD CHANGE

## For HR use only- changes made to:

Area:	Date change made:	By whom:
City Payroll & MPERA		
EBMS miBenefits		

→ Print Clearly & Route to Human Resources ←

### Please mark all REASONS for change that apply:

- Address/Mailing change
- Phone/Email change
- Marriage/Divorce (this may change your insurance elections, please inquire on additional forms needed)
- Legal Name change (will require copy of updated SS card)
- Emergency contact change
- Other: \_\_\_\_\_

**Employee: it is your responsibility to update any other city benefit vendors - for example: 457, union, etc.**

### Change in Employee Personal Data:

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

FORMER NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

MAILING ADDRESS (if different from above) \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

CELL PHONE \_\_\_\_\_

LAND LINE PHONE \_\_\_\_\_

PERSONAL EMAIL ADDRESS \_\_\_\_\_

### Change in City Emergency Contact info:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_