



Confidential Employee Information

original change

Note: This form is completed after an individual is hired.

Please print clearly

Employee name _____ Effective Date: _____

Birth date ____ / ____ / ____ Social Security # _____ Male Female

Name change _____

Address _____

Phone _____

Emergency contact _____

Emergency contact's phone _____

Emergency contact's address _____

Emergency contact's relationship to you _____

*Marital Status (optional): Single Married Divorced Legally Separated

*Race/Ethnicity (optional): Black or African American(not Hispanic or Latino) Hispanic or Latino

Native Hawaiian or Other Pacific Islander(not Hispanic or Latino) White(not Hispanic or Latino)

Asian(not Hispanic or Latino) American Indian or Alaska Native(not Hispanic or Latino)

Two or More Races(not Hispanic or Latino) All persons who identify with more than one of the above

*Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment.

If you are changing your marital status, or the number of dependents you have has changed, you should also fill out a new W-4 form. Please call Payroll at ext. 2654 for a copy of the form.

*Important note: If you are moving out of New York City (Bronx, Manhattan, Brooklyn, Queens, Staten Island) and wish to stop paying city taxes, please request and complete a New York State Certificate of Non-residence And Allocation of Withholding Tax form (IT-2104.1). Payroll has copies of this form as well.

◆◆STUDENT EMPLOYEES◆◆

Human Resources will use this address on paychecks and for mailing W-2 forms. The Office of the Registrar and the Office of Student Accounts track your other mailing and billing addresses. Please contact them directly if you wish to update their records.