



Confidential Employee Information

original change

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: Single Married Divorced Legally separated

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 Nonresidence 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.