



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

FINANCE OFFICE
55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
TEL 870-3115 FAX 870-3158
www.ellington-ct.gov

CONFIDENTIAL

Employee Information Update

Printed Name: _____

Department: _____

The following information has **changed**:

Employee Name¹: _____

Employee Address: _____

Employee Telephone Number: _____

Emergency Contact: _____

Emergency Contact Telephone Number: _____

Remove: _____ from my Emergency Contact(s)

¹ If change is due to a marriage, attached a copy of the Marriage License

Signature _____ Date: _____

Please submit this form to the Finance Office

Office Use Only

- Paylocity
- Anthem
- VOYA
- MERF
- Administration