

*******COMPLETE THIS SECTION*******

TO: **Human Resources/Payroll**
FROM: _____
BUILDING: _____
DATE: _____

Please make the following change(s) to my Personnel / Payroll file(s):

⇒ ⇒ COMPLETE ONLY THOSE CHANGES THAT APPLY BELOW ← ←

- Name: _____
- Address: _____

(City / State / Zip Code)
- County: _____
- Telephone Number: _____
- Marital Status: _____
- **CITY TAX Deduction Change** (location change only):
Previous CITY tax deduction from: _____
New CITY tax deduction to: _____
Effective: _____
- **SCHOOL INCOME TAX Deduction Change** (location change only):
Previous School District: _____
New School District: _____
Effective: _____

Effective date of change(s):

RETURN THIS FORM TO HUMAN RESOURCES

NOTE: The above refers to personal data; e.g., address change, marital status, but not changes in insurance plans, etc. You will need to come to Human Resources to make these changes.