



City of Waterbury Employee Personal Data Change Form

-Select a Reason-

DO NOT FAX OR EMAIL SOCIAL SECURITY CARDS!

Personal Information (Name on SSN card)

Employee Number (found on pay stub):

Name of your Union:

First Name:

Middle Name:

Last Name:

Maiden Name:

Name Prefix:

SSN (Last 5 digits) :

Emergency Contact (local)

Full Name:

Relationship:

Address:

City:

State | Zip:

Cell Number:

Home Phone:

Work Number:

Employee Physical Address (reside)

Address 1:

Apartment:

City:

State | Zip:

Home Phone:

Cell Phone:

Enter Personal Email below for City letters & DD Pay Stubs:

>> Mailing Address if Different (PO Box)

Address 1:

Apartment:

City:

State | Zip:

Home Phone:

Notes/Comments:

Demographic

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

Origins in any original peoples of Europe, the Middle East, or North

Origins in any of the black racial groups of Africa

Any Two Or More Races

Origins in the peoples: Hawaii, Guam, Samoa, or other Pacific Islander

origins in any of the original peoples of North, South, Central America, and who maintain tribal affiliation or community attachment

Origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. Examples: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, and Vietnam.

Employee Selection

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American

Two or More Races

Native Hawaiian or Other Pacific Islander

American Indian or Alaska Native

Asian

True Marital Status

Married

Single

Domestic partner

Civil union

Widow / Widower

Divorced

Please note: * Name changes must be accompanied with an updated Social Security Card and Legal documentation to substantiate the change. * A personal email is required for City Employees and is recommended for Education Employees for Direct Deposit Pay Stubs. * Sign, Date and provide to the HR Dept or email to: HRIS@waterburyct.org. Thank you.

Employee Signature

Enter Effective Date for Change

[Click to Email](#)

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