



## Employee Information Change Form

Name: \_\_\_\_\_ Effective Date of Change \_\_\_\_\_

Department or Location: \_\_\_\_\_

Change:            Name                      Address                      Phone

Please Note:

Name changes cannot be made until ALL required documentation has been submitted.  
(See the box below.)

### Name Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

### Required Documents:

Name change requests require a visit to the Human Resources department to update your I-9 & W-4. You will need to bring your Social Security card reflecting your new name, unfortunately, the letter from Social Security acknowledging receipt of your request for a new card is NOT acceptable for this purpose.

### Address Change:

From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_

### Phone Number Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions?** Call the Human Resource Office at 586-757-1751

Return this form & all required documents to the  
Human Resources Department or [hr@myfitz.net](mailto:hr@myfitz.net)