

Emory University Human Resources
PERSONAL INFORMATION CHANGE FORM

*Please PRINT CLEARLY and sign and date at the bottom of the form.
Return to Human Resources, Data Services at 1599 Clifton Road, Atlanta, GA 30322
Except for NAME Changes, you may fax the form to (404)727-4008*

Type of Change (check all that apply)

Name

Name Change Instructions:

University employees need to notify their department Human Resources Representative Contact as soon as possible after a name change. Required is an updated electronic Form I-9 which verifies identity and employment eligibility as required by the Federal Government.

1. The employee will present to their HR Representative Contact their Social Security Card or Receipt from the Social Security Administration.
2. The HR Representative will complete Section III of the electronic I-9 in Pre-Start and scan/attach a copy of the Social Security Card.
3. The employee can update their marital status on the Tax Forms, W-4 (Federal withholding) and G-4 (Georgia withholding), via PeopleSoft Self Service> Payroll and Compensation

Emergency Contact

Telephone

Address

Marital Status

Change of Gender (check one) Male to Female Female to Male

Employee Name (Example: Smith, Jane A.) _____

New Name (Example: Jones, Jane S.) _____

Social Security Number/Employee ID _____

Employee Home Phone (with area code) _____

Local Street Address _____

City, State, Zip Code (& Country if not US) _____

- Does this address update also apply to W-2 mailings? (check one) Yes No

Emergency Contact (Example: Jones, John B.) _____

Emergency Contact Phone Number (with area code) _____

Marital Status Married Divorced Separated Single Widowed

Employee Signature _____ **Date** _____