

## Pineland Learning Center

### Name/Address/Emergency Contact/Phone Change Form

It is very important that PLC maintains current and accurate employee records to minimize bookkeeping errors and improve communications with both active and inactive employees.

#### **REQUIRED DOCUMENTS:**

***Name change* requests require a visit to Human Resources to update the federal I-9 form and to complete a new W-4 withholding form.** You must present your **Social Security card** that reflects your new name at the time of your request.

Please note employees enrolled under PLC's group health benefits that request a name change due to a change in marital status must also provide a copy of their **marriage certificate** or **divorce decree**.

In addition, please provide your current personal email if not already on file. Although not mandatory, it will provide us with another way to communicate important information with you even when you are not actively at work.

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Employee Name: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_  
(please print)

CHANGE REQUESTED:  Name  Address  Phone  Emergency Contact

#### **NAME CHANGE:**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

#### **ADDRESS CHANGE:**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
\_\_\_\_\_

#### **PHONE NUMBER CHANGE:**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

#### **EMERGENCY CONTACT NAME & PHONE NUMBER:**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PHONE: \_\_\_\_\_

#### **PERSONAL EMAIL:**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

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