

### CHANGE OF PERSONAL INFORMATION

**INSTRUCTIONS:** Check applicable boxes, complete all information, print clearly and submit completed form to Human Resources, 208 Netzer or to [human.resources@oneonta.edu](mailto:human.resources@oneonta.edu). Contact your retirement and union directly to update your records with them as we do not have access to do so.

☐ Legal name change: current name on record: \_\_\_\_\_

☐ Address change (incl phone # even if no change) ☐ Phone # change only

**EFFECTIVE DATE OF CHANGE:** \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

Name (as it appears on your SS card): \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_

City/Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Personal daytime phone #: \_\_\_\_\_ Personal email: \_\_\_\_\_

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

#### FOR OFFICE USE ONLY ~ Date Stamp When Received

Attach email or fax, if applicable. Date & initial below when change is made. File original in payroll file; file copy in personnel file.

\_\_\_\_\_ NYSTEP

\_\_\_\_\_ NYBEAS

\_\_\_\_\_ SUNY HR

\_\_\_\_\_ Payroll

\_\_\_\_\_ Affirmative Action (if name change)