

Faculty, Staff, & Graduate Assistants - (Active and Inactive) Change in HR Personal Data Request

Please complete the appropriate fields and return to the
Office of Human Resources, St. Mary's Hall, RM 304, University zip 1649.

*Printed Name:	University ID Num:
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Current Status I am a (circle one) ACTIVE INACTIVE employee.

Old Home Address: Street Street Line 2 City Zip Code Telephone County School District	New Home Address: Street Street Line 2 City Zip Code Telephone County School District
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Note to benefits eligible employees: The USA PATRIOT Act, passed in 2001, requires UD to provide its retirement vendor with identifying employee information, including your name, social security number, date of birth and a physical mailing address. PO boxes are not permitted. There is no exception.

Current Work Address: Street Street Line 2 Zip Code with + 4-zip Building Department Phone	New Work Address: Street Street Line 2 Zip code with + 4-zip Building Department Phone
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Change in Marital Status:

Requires documentation: Marriage License, Divorce Decree, or Death Certificate. _____ Please contact Benefits at 229-2539 with any questions related to your change and coverage.	Please check one of the following choices: <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width:25%;"></td> <td style="width:25%;">Single</td> <td style="width:25%;"></td> <td style="width:25%;">Married</td> </tr> <tr> <td></td> <td>Divorced</td> <td></td> <td>Widow</td> </tr> </table>		Single		Married		Divorced		Widow
	Single		Married						
	Divorced		Widow						

Name Change – Please Print Clearly in All Rows: UPDATED Social Security Card Required.

New Name	First Name Only:
	Middle Name Only:
	Last Name Only:

Faculty, Staff, and Graduate Assistants (Active and Inactive):

To change your name on your personnel and payroll records, please present your UPDATED Social Security Card that reflects your name change to the Office of Human Resources located in St. Mary's Hall, Room 304, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays.

Please note that we are unable to accept laminated or photo copies of your Social Security card. According to the Social Security Administration website, "Do not laminate your card. Lamination prevents detection of many security features. However, you may cover the card with plastic or other removable material if it does not damage the card".

*Signature:	*Date:
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