

# Pratt

## Human Resources Change of Personal Information Form For Employee Use Only

It is important to note that the Institute uses a centralized database to track its students, faculty and staff. Changes made using this form will affect all of your official records.

Block print all information. All information in Section A must be entered and this form must be signed and dated.

### Section A. Identifying Information

Today's Date	Current Social Security Number
Current Last Name Of Record	Current First Name Of Record

**Please Update My Personal Information As Follows:** (Complete only sections that apply; do not fill in sections that have not changed.)

### Section B. Name Change

Last Name	MI	First Name
Attach appropriate legal documentation.		

### Section C. Social Security Number Change

Social Security Number	
Attach appropriate legal documentation.	

### Section D. Address Change

Street Address		
Apt./Suite/Floor		
City		
State	Zip Code	
Telephone Number	(     )	

Please note: If you move to another state you may be required to complete a revised W-4 form. Please contact payroll for instructions.

*I authorize the Institute to make the changes indicated above and have provided the needed legal documentation where applicable.*

Date Signed	Signature
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White to Personnel File  
Pink to Payroll