

Personal Information Changes

It is important that the City of Kingsburg has an accurate record of each employee's personal status. Changes in name, address, telephone number, emergency contact, or insurance should be reported immediately to Human Resources (Christina Windover) on a Change of Personal Information form. Some changes require your signature on a few forms as well. Please coordinate with Christina to get these forms signed when you submit your Change of Personal Information form. All of the required insurance forms are located on the wall outside of Christina's office.

Employee Name: _____

Employee Social Security #: _____

Type of Change: (Check all that apply)

____ Name ____ Address ____ Phone ____ Emergency Contact ____ Dependents

Name Changed To: _____
(Must attach a copy of new Social Security Card)

New Address: _____

New Phone Number(s): _____

Person to Contact in Case of Emergency:

Name: _____

Relationship: _____

Phone # (Home, Cell and/or Work): _____

Employee's Signature: _____ Date: _____

Remember that changes in dependency must be reported within 30 days of occurrence of any qualified event (Adding/Dropping dependents or spouses due to insurance coverage changes elsewhere, births, marriages, separations/divorces, etc.).