

Employee Data Change Request

To update your employee data within the University’s employee information system, please forward documentation as listed to the **Department of Human Resource Services – Records and Data Management Division at 2033 K Street, NW, Suite 220, Washington, DC. 20052**, unless otherwise specified. To expedite update of the system, identify the requested change by checking the appropriate box below. Should you have questions regarding this form, please contact us at (202) 994-9638 or send e-mail to records@gwu.edu.

- Address/Tax Exemption Change** – To change your W-4 address and/or your number of exemptions a new Form W-4 must be completed. Tax forms may be obtained via the internet at <http://www.gwu.edu/~hrs/forms/govt.html> or from the satellite Payroll Office located at Rome Hall, 801 22nd Street, Room 101. **Completed tax forms will be forwarded to the University’s Payroll Office for update.**

If your state of residence changes or you want to change the number of exemptions for state taxes, you must also complete the appropriate state withholding form. State tax forms can also be obtained at the same location.

Employees who are **Non-Resident Aliens or in Non-Immigrant status** must also consult with the University’s Tax Department regarding requirements related to their status. Phone number is (202) 994-2549. All non-immigrant international students, scholars and their dependents are required to register their local U.S. addresses with the Immigration & Naturalization Service (INS) and must update their “Current” Address information via GWeb at <http://gweb.gwu.edu>.

Benefit eligible employees should also contact Benefit Services at (202) 994-9620 or benefits@gwu.edu for instruction regarding requirements and options for changing your address with specific benefit providers.

- Notification of Social Security Number** (*Attach copy of Social Security card reflecting the newly assigned number.*) Notification of your Social Security Number also requires that you update your Form I-9 (Employment Eligibility Form) with the Department of Human Resource Services. To update your I-9 with a newly assigned SSN, you must present the new card to the HRS Department. **Former SSN**

Employees who are **Non-Resident Aliens or in Non-Immigrant status** must also consult with the University’s Tax Department regarding requirements related to their status. Phone number is (202) 994-2549

- Name Change** (*Attach a copy of a Social Security Card reflecting the new name*). Employees should also complete new federal and local tax forms reflecting new name. **Completed tax forms will be forwarded to the University’s Payroll Office for update.**

<p>From: Current Last Name _____ Current First Name _____ Current Middle Initial/Name _____</p>	<p>To: New Last Name _____ New First Name _____ New Middle Initial/Name _____</p>
--	--

- Marital Status** (*Attach copy of legal documentation*) Please note - if you have also changed your name as a result of your change in marital status, a Social Security Card reflecting your new name will also be required.

<p>From: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed</p>	<p>To: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed</p>
--	--

- Campus Address** (to further expedite entry of your campus address change, you may update it via the GWeb information system at <http://gweb.gwu.edu>)

Department Title _____ Department Address _____
 City _____ State _____ Zip _____ Campus Phone Number (_____) _____
 Effective Date of Campus Address Change _____

- Emergency Contact** (to further expedite entry of your emergency contact, you may update it via the GWeb information system at <http://gweb.gwu.edu>)

Emergency Contact Name _____ Relationship to Employee _____
 Contact Telephone Number (_____) _____ Contact E-mail Address _____

Employee Name _____ SSN _____
 GW E-Mail Address _____ Campus Phone (_____) _____