



County of Madison
Human Resources/Payroll Department

CHANGE OF PERSONAL DATA

Instructions: Employees are responsible for maintaining personal data in the Human Resources/Payroll Department. Changes should be reported on this form and returned to the office of the Human Resources/Payroll Technician. (If you are making a change in your name, you **must** attach a copy of your new Social Security card showing this name change. We cannot update your personnel records before you notify the Social Security Administration). Name and address changes will be forwarded to the County's health and dental providers, where applicable. **Employees are responsible for updating their address with all other benefit providers (e.g. VALIC, AFLAC, etc); please contact these companies directly.**

Name of Employee: _____ Job Title: _____

Department: _____

Name Change To: _____

Address Change To: _____
(Street)

(City)

(State)

(Zip)

Telephone No. Change To: _____

(Employee's Signature)

(Date)