

To change your address, complete the form below and return with photo ID to the Employment Office, 2020 Old Main  
To change your name, bring your updated Social Security Card to the Employment Office.  
As a result of a name change, if you wish to change your EIU NetID/Email Address, contact the ITS Help Desk: 217-581-4357.



# EMPLOYEE ADDRESS/NAME CHANGE FORM

1. Check all that apply:  Civil Service Staff     Faculty     A&P or ASP     Extra Help  
 Applicant     Retired Employee     Current EIU Student  
 Former Student/Alumni
2. This address is:     Where I want my W-2 sent     My primary address     My emergency contact

EIU E-Number (located on your Panther ID Card): E \_\_\_\_\_

Last 4 digits of Social Security Number (current employees excluded): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Unlisted:  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY:

*(date and initial)*

*NOTE: Student addresses are changed through PAWS*

#### Current or Former Employee

- \_\_\_\_\_ Banner
- \_\_\_\_\_ Folder/Application Updated
- \_\_\_\_\_ Examinations notified
- \_\_\_\_\_ Register/Etest updated
- \_\_\_\_\_ Benefits CMS/SURS updated

#### Applicant Only

- \_\_\_\_\_ Examinations notified
- \_\_\_\_\_ Application Changed
- \_\_\_\_\_ Register/Etest updated



**EASTERN ILLINOIS UNIVERSITY**  
**HUMAN RESOURCES - EMPLOYMENT OFFICE**

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