



## EMPLOYEE ADDRESS / NAME CHANGE FORM

### INSTRUCTIONS

- **Name Changes:** Bring your updated Social Security Card to the Employment Office. Your EIU NetID/Email will be updated to reflect your legal name change.
- **Address Changes:** Complete this form and return it in person to 2020 Old Main or email [employment@eiu.edu](mailto:employment@eiu.edu)

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**EIU E-Number:** E \_\_\_\_\_

**Last 4 digits of SSN:** \_\_\_\_\_ (*Current employees exempt*)

**Full Legal Name:** \_\_\_\_\_

**Previous Name (if applicable):** \_\_\_\_\_

### STATUS (check all that apply)

- ☐ Civil Service      ☐ Faculty      ☐ A&P / ASP      ☐ Extra Help      ☐ Applicant  
☐ Current EIU Student      ☐ Former Student / Alumni      ☐ Retired Employee

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### ADDRESS INFORMATION

**This address is:** (check all that apply)

- ☐ My primary address      ☐ Where I want my W-2 sent      ☐ My emergency contact address

**Street Address:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Unlisted:** ☐ Yes ☐ No

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### AUTHORIZATION

I certify that the information submitted on this form is accurate and complete to the best of my knowledge, I understand where required under policy or law, additional documentation may be required.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### OFFICE USE ONLY (Student addresses must be changed through PAWS)

#### Systems Updated:

- ☐ Banner      ☐ SUCSS Applicant Profile      ☐ PersonnelFile /Form I-9 (name only)      ☐ Benefits (CMS/SURS)

#### Applicant Only:

- ☐ SUCSS Applicant Profile

**Updated by:** \_\_\_\_\_

### Eastern Illinois University Human Resources

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