



PERSONNEL FILE UPDATE

Please keep us updated when your information changes!

Each year we like to assure that our records are accurate for both contacting you and for mailing any critical paperwork, particularly payroll related (including the UPCOMING YEAR-END W-2 mailing). Update your contact information below and return to HR. Please keep us notified on future changes when they occur. *Thank you in advance for completing and returning promptly!*

YOUR NAME: _____

	AREA CODE	NUMBER	X PREFERRED #
*HOME PHONE:	()	_____	<input type="checkbox"/> home
*CELL PHONE:	()	_____	<input type="checkbox"/> cell

***EMAIL:** _____

Emergency Contact: _____

Number:	_____	<input type="checkbox"/> home	<input type="checkbox"/> cell	<input type="checkbox"/> bus
Alternate Number:	_____	<input type="checkbox"/> home	<input type="checkbox"/> cell	<input type="checkbox"/> bus

**Personal telephone(s) or email addresses may be distributed to department heads/staffing in order to facilitate company work schedules or business operations. Should you need to restrict for any reason, please contact HR in writing to work out alternative contact methods.*

CONFIRM CURRENT MAILING ADDRESS:

(Please **PRINT CAREFULLY** to assure your **YEAR-END TAX INFORMATION** is promptly delivered!)

NO CHANGE OR CHANGE TO:

STREET: _____ **APT/#:** _____

CITY: _____ **ZIP:** _____

YOUR SIGNATURE: _____

Any changes to your education or added skills since time of hire? Keep us informed - it may mean a new opportunity or a salary adjustment!

Return to HR

Copies of this form are available under the Insider Section (under Forms) of our website.

www.newhavenyfs.org

(campus link - <http://www.newhavenyfs.org.unixweb-7.nethere.net/new2/insider/index.htm>)