

Human Resources, Diversity & Inclusion, Haggerty 603 (845) 257-3171 Fax: (845) 257-3956  
Payroll, Haggerty 301 (845) 257-3145 Fax: (845) 257-6907

**NAME CHANGE**

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

*Please bring new Social Security Card showing new name to the Office of Human Resources.*

Name changes also require updated tax forms: [www.newpaltz.edu/payroll/forms.html](http://www.newpaltz.edu/payroll/forms.html)

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

If you are submitting a name change, please complete a Computer Account Change form: <http://csc.newpaltz.edu/status-change-form.pdf>.

**ADDRESS/MAILING/PO BOX CHANGE**

To change legal physical addresses, updates can be made on the SUNY Secure Employee Service Portal: <https://www2.sysadm.suny.edu/hrportal> or go to [my.newpaltz.edu](http://my.newpaltz.edu) and select "SUNY Self-Service" under Employee Resources.

New Mailing/PO Box Address \_\_\_\_\_  
\_\_\_\_\_

Add     Change     Delete PO Box on record

Job Title: \_\_\_\_\_

NYS Empl ID: (REQUIRED) \_\_\_\_\_  
(located on your paystub)

New Phone Number: home \_\_\_\_\_  
  campus \_\_\_\_\_

Name (please print) \_\_\_\_\_

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

**HUMAN RESOURCES/PAYROLL USE ONLY**

	HR	NYSTEP	PAYROLL	BENEFITS
Date				
Initial				