



New Paltz
STATE UNIVERSITY OF NEW YORK

Human Resources, Haggerty 203B (845) 257-3171 Fax: (845) 257-3956
Payroll, Haggerty 301 (845) 257-3145 Fax: (845) 257-6907

NAME CHANGE MAILING ADDRESS CHANGE

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

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 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				