



# Employee Change Form

Date \_\_\_\_\_ Client Name \_\_\_\_\_ Client # \_\_\_\_\_

## Employee Information

Employee ID \_\_\_\_\_ Employee Name \_\_\_\_\_

Name change \_\_\_\_\_

Address change \_\_\_\_\_  
\_\_\_\_\_

Department add/change **From** \_\_\_\_\_ **To** \_\_\_\_\_

Pay Rate change **From** \$ \_\_\_\_\_ **To** \$ \_\_\_\_\_ per hour/per year

Tax withholding changes – Submit new **W-4** form for **Federal Withholdings**  
Submit new **M-4** form for **State Withholdings**

***\*Tax withholding changes MUST also be submitted on the above forms  
Each new submission replaces ALL previous withholdings***

Deduction add/change (specify deduction name)

Deduction \_\_\_\_\_ Amount/percent \_\_\_\_\_

Deduction \_\_\_\_\_ Amount/percent \_\_\_\_\_

Termination Date: \_\_\_\_\_

***Note: Direct Deposit changes must be submitted on the Employee Direct Deposit Authorization form.***

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Entered by \_\_\_\_\_ Date \_\_\_\_\_

Scanned by \_\_\_\_\_ Date \_\_\_\_\_