

Employee Data Change Request

To update your employee data within the university's employee information system, please forward documentation as listed to **HRIS at Enterprise Hall 44983 Knoll Square, Suite 391, Ashburn, VA 20147**, unless otherwise specified. To expedite the update of the system, identify the requested change by checking the appropriate box below. If you have questions regarding this form, please contact us at 571-553-3679 or hris@gwu.edu.

Employee Name		GWID	
GW E-Mail Address		Campus Phone	
Employee Signature		Date	

Address/Tax Exemption Change - To change your W-4 address and/or your number of exemptions, a new Form W-4 must be completed. Tax forms may be obtained via the internet at <https://www.irs.gov/pub/irs-pdf/fw4.pdf> or from the Payroll Office located at 44983 Knoll Square, Suite 251 Ashburn, VA 20147. Completed tax forms will be forwarded to the Payroll Office for update.

If your state of residence changes or if you want to change the number of exemptions for state taxes, you must also complete the appropriate state withholding form. State tax forms can also be obtained at the same location.

Employees who are Non-Resident Aliens or in Non-Immigrant status must also consult with the university's Tax Department regarding requirements related to their status. The phone number is 571-553-8313. All non-immigrant international students, scholars, and their dependents are required to register their local U.S. addresses with the Immigration & Naturalization Service (INS) and must update their "Current" Address information via GWeb at <http://gweb.gwu.edu>.

Benefits eligible employees should also contact Benefits at 571-553-8382 or benefits@gwu.edu for instructions regarding requirements and options for changing your address with specific benefit providers.

Notification of Social Security Number (Show Social Security card reflecting the newly assigned number to the FSSC or HRIS.) Notification of your Social Security Number also requires that you update your Form I-9 (Employment Eligibility Form) at either the Faculty & Staff Service Center (FSSC) or HRIS.

Former SSN: _____ - _____ - _____

Employees who are Non-Resident Aliens or in Non-Immigrant status must also consult with the university's Tax Department regarding requirements related to their status. The phone number is 571-553-8313.

Name Change (Attach copy of legal documentation reflecting the new name.) Employees should also complete new federal and local tax forms reflecting the new name. **Completed tax forms will be forwarded to the Payroll Office for update.**

From		To	
Current last name		New last name	
Current first name		New first name	
Current middle initial/name		New middle initial/name	

Marital Status (Attach copy of legal documentation.) Please note - if you have also changed your name as a result of your change in marital status, a Social Security Card reflecting your new name will also be required to be shown to the FSSC or to HRIS.

From		To	
	Divorced		Divorced
	Married		Married
	Separated		Separated
	Single		Single
	Widowed		Widowed

Campus Address To further expedite entry of your campus address change, you may update it via the GWeb information system at <http://gweb.gwu.edu>.

Department title		Department street address			
City		State		Zip	
Campus phone number		Effective date of campus address change:			

Emergency Contact To further expedite entry of your emergency contact, you may update it via the GWeb information system at <http://gweb.gwu.edu>.

Emergency Contact Name		Relationship to Employee	
Contact E-mail Address		Contact Telephone Number	