



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 update of the system, identify the requested change by checking the appropriate box below. Should you have questions regarding this form, please contact us at (703) 726-3679 or send e-mail to 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 <http://www.irs.ustreas.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 University's Payroll Office for update.**

If your state of residence changes or 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 (703) 726-8313. 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>.

Benefit eligible employees should also contact Benefit Services at (703) 726-8382 or benefits@gwu.edu for instruction regarding requirements and options for changing your address with specific benefit providers.

- Notification of Social Security Number** (*Attach copy of Social Security card reflecting the newly assigned number.*) Notification of your Social Security Number also requires that you update your Form I-9 (Employment Eligibility Form) with the Department of Human Resource Services. To update your I-9 with a newly assigned SSN, you must present the new card to the HRS Department. **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 (703) 726-8313.

- Name Change** (*Attach a copy of a Social Security Card reflecting the new name.*) Employees should also complete new federal and local tax forms reflecting new name. **Completed tax forms will be forwarded to the University's Payroll Office for update.**

From:
Current Last Name _____

To:
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.

From: To

- Divorced
 Married
 Separated
 Single
 Widowed

:

- Divorced
 Married
 Separated
 Single
 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 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 Telephone Number (____) _____

Contact E-mail Address _____ 3/06