



Human Resources Department
1201 E. 8th Street
Mission, TX 78572
Phone: (956) 850-8630
Fax: (956) 580-8605

CHANGE OF PERSONAL INFORMATION

Make updated changes and submit completed form to the Human Resources Department.

Name: _____ Employee No. _____
Job Title: _____ Department: _____

UPDATED INFORMATION

- *New Name: _____

<i>Last</i>	<i>First</i>	<i>Initial</i>
-------------	--------------	----------------

- New Mailing Address: _____

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
---------------	-------------	--------------	-----------------

- New Physical Address: _____

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
---------------	-------------	--------------	-----------------

- New Phone Number: _____

(Area Code)

- New Emergency Contact: _____

<i>Name</i>	<i>Relationship</i>
-------------	---------------------

- New Emergency Contact Telephone Number: _____

- *New Marital Status:
 - Single
 - Married
 - Divorced
 - Widowed

- *New Dependent Change(s)
 - Add: _____
 - Delete: _____

Employee Signature: _____ Date: _____
Human Resources Department: _____ Date: _____
Employee Benefits Dept: _____ Date: _____
Payroll Department: _____ Date: _____

** NOTE: These changes require documentation to be provided in order for changes to be processed (social security card, marriage certificate, final divorce decree, etc.)*

12/06/2021