



## Employee Information Update Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ School/Dept: \_\_\_\_\_

### Please add and/or update the below information:

I have moved to New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Other Changes: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I have married/divorced (please send a copy of marriage certificate or divorce decree)

New Name: \_\_\_\_\_

Spouse Name: \_\_\_\_\_  Male  Female

Change my emergency contact to:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please send completed form along to Nathan Tillema, [ntillema@godfrey-lee.org](mailto:ntillema@godfrey-lee.org). Thank you!