



Town of Somerset
Employee Information Change Form

PLEASE PRINT CLEARLY AND SIGN AND DATE AT THE BOTTOM OF THIS FORM

Required Fields

Name	
Please provide a preferred contact number and time should we have any questions.	Department

Note: You may enter any and all information you wish to change. *Please skip any section you wish to leave unchanged*

NAME CHANGE (Changes require a copy of a government issued identification card or a record of a legal name change)

New Name

Prefix	First Name	M.I.	Last Name	Suffix
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MARITAL STATUS (Changes require a copy of your certified marriage certificate)

Effective Month _____ Day _____ Year _____
 Single Married Divorced Separated Widowed

ADDRESS (Leave mailing address blank if same as home address)

Home Address	Effective Month:	Day:	Year:	
Address Line 1	Address Line 2			
Address Line 3	City	State	Zip	County

Mailing Address	Effective Month:	Day:	Year:	
Address Line 1	Address Line 2			
Address Line 3	City	State	Zip	County

PHONE (Please check only one preferred number)

Home # _____ Mobile # _____

EMAIL ADDRESS

Home Email _____ Business Email _____

EMERGENCY CONTACT (contacts entered below will replace any emergency contacts currently in the system)

Primary

Name		Relationship	
Address		City	
State	Zip	Home Phone	Work Phone

Secondary (optional)

Name		Relationship	
Address		City	
State	Zip	Home Phone	Work Phone

ADDITIONAL INFORMATION

AUTHORIZATION I authorize the Town of Somerset to make the appropriate changes to my employee data as noted on this form.

Employee Signature

Date

Note: Employees making changes to their information are responsible for notifying other related parties, such as:

- | | | | |
|---------------------------|--------------|-----------------|--------------|
| • Great West | 877.457.1900 | • Boston Mutual | 800.669.2668 |
| • Nationwide | 877.677.3678 | • Colonial Life | 401.439.8700 |
| • Cafeteria Plan Advisors | 781.848.9848 | • Aflac | 860.490.1981 |

RETURN THIS FORM TO TREASURER'S OFFICE
You may Fax to the Treasurer's Office at
Fax: 508-646-2843