



From: _____

To: HR Department

Subj: UPDATING PERSONNEL RECORDS

Ref: (a) MCO P12000.11A

1. In the compliance with the reference, the following change to recorded information contained in my Personnel File is provided for updating and/or action as appropriate.

CHANGE OF ADDRESS: _____

CHANGE OF TELEPHONE NUMBER: _____

CHANGE OF NAME TO: _____

OTHER CHANGES: _____

Please note: Employees who are moving between states must fill out a new state tax form.

DATE

EMPLOYEE SIGNATURE

DEPARTMENT