

Employee Demographic Data Change Form Instructions

Employee Instructions

Name Change:

A new Social Security card, along with this completed form, must be provided as verification to the Human Resources office. For information on how to obtain a new Social Security card, visit www.ssa.gov. If your name change is due to a change in marital status, you should submit an updated W-4 (federal tax withholding form).

Address Change:

Moves between counties within Maryland, or to a different state other than Maryland, require you to complete a new state tax withholding form.

Print out and complete the Employee Demographic Change Form and forward to Human Resources.