



OFFICE OF HUMAN RESOURCE MANAGEMENT

Employee Change Information Form

Instructions: Please PRINT name, social security number, and all pertinent information you wish to change.

Submit this form to Human Resource Management for processing. Incomplete forms will be returned and delay processing.

1. Action you wish to be taken: ✓

- Change of permanent address
Change of local address
Name Change (HR must photocopy your Social Security card before this change can be recorded.)
Change of Social Security Number (HR must photocopy your Social Security card before this change can be recorded.)

OFFICIAL USE ONLY
HR
Benefits

2. Employee or Student Status: ✓

- Full Time Employee
Part Time Employee
Student
Other: please specify

Effective Date

3. Please clearly print the following information:

\* Name MUST be printed as it appears on your Social Security Card \*

Social Security Number
First Name Middle Initial
Last Name

Name Changes Only
Please provide the name currently used for your Duquesne University Records:
Last Name:
First Name:
Middle Initial:

4. Please complete and provide the following information:

Old Address:
Street Apt #
City, State, Zip Code
Telephone Number

New Address:
Street Apt #
City, State, Zip Code
Telephone Number

Tax Municipality Change Yes No

5. Signature Date

This form is not a valid request without the employee's signature or a valid substitute document.



## LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM

### TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change.

EMPLOYEE INFORMATION - RESIDENCE LOCATION			
NAME (Last, First, Middle Initial)		SOCIAL SECURITY NUMBER	
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
MUNICIPALITY (City, Borough, Township)			
COUNTY	PSD CODE <div style="display: flex; justify-content: space-around; width: 100%;"> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> </div>		TOTAL RESIDENT EIT RATE

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER NAME (Use Federal ID Name)		EMPLOYER FEIN	
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
MUNICIPALITY (City, Borough, Township)			
COUNTY	PSD CODE <div style="display: flex; justify-content: space-around; width: 100%;"> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> <span style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></span> </div>		MUNICIPAL NON-RESIDENT EIT RATE

CERTIFICATION	
SIGNATURE OF EMPLOYEE	DATE
PHONE NUMBER	EMAIL ADDRESS

**For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:**

**[www.newPA.com](http://www.newPA.com)**  
 Select Get Local Gov Support, >Municipal Statistics