

Employee Update Form

Today's Date: _____ Completed By: _____

Company: _____

Employee: _____

Complete only the information that is to be updated:

▪ **Name:**

▪ **Address:**

▪ **SS # :**

▪ **Birth Date:**

▪ **Other:**

▪ **Pay Rate:** _____ **Effective Date:** _____

▪ **Tax Status:** _____ **Effective Date:** _____

▪ **Terminated:** _____ **Effective Date:** _____