

Address/Phone/Email/Name Change



This is a fillable .pdf form; you may type all the info into it. Please don't save.

North Stores – send in completed form

South Stores – scan and then send in the completed form.

Please do not make these changes in e*hr without sending in this form. Changes may not migrate to the payroll company.

Change will become effective immediately upon receipt by the Peters' office.

Store# _____

Today's Date: _____

Employee Name (Legal first and last): _____

Address Change:

Street # and Name: _____

Apt, Unit, Lot#: _____

City, State, Zip: _____

Phone Number Change: _____

Email Change: _____

Name Change:

Must attach a copy of supporting documents (marriage license, court ordered change, etc.).

Must fill out new W4s if change in marital status.

Must present a Social Security Card with new name in order to make change; send or scan new SSC to home office.

Reason for name change: _____

New Name: _____
First Middle Initial Last

Employee Signature

Date

Manager Signature

Date

All changes must be received by the last Friday of the pay period. Anything received after the final Friday of the pay period will be processed the following pay period. (Revised 10/2023)