

Change of Location, Mailing Address

HRCMS EMPLOYEE ID # Division /Department
Room # Telephone Extension:

Legal Mailing Address: (W-2 Address)

Name:

New Address:

Street/P.O. Box: City/Town: State: Zip Code:
Telephone #:
Effective Date of Change:
Signature: Date:

FOR A NAME CHANGE

1. For a legal change of name, please go to Self Service, under MY NECC.
2. Click on the "Employee" Tab
3. Click "Employee Information Form"
4. Click on Existing Employee Radio Button
5. Enter your NECC ID
6. Click on the Search Button
7. Click on the Radio Button next to your name
8. Under Choose Action click on the Change Name Radio Button

Note: To change Federal and/or State marital status/number of allowances for tax purposes, please complete a new Form W-4.