

PAYROLL CHANGE NOTICE

To: Payroll Department

From:

Please enter the following change(s) in your records.

Employee _____ Payroll File No. _____

New Address _____

(City)

(State)

(Zip)

The Change(s)

Check all Applicable Boxes	From	To
<input type="checkbox"/> Department		
<input type="checkbox"/> Pay		
<input type="checkbox"/> Marital Status		
<input type="checkbox"/> Other		

Reason for the Change(s)

- ☐ Rehired
- ☐ Merit Increase
- ☐ Promotion
- ☐ Resignation
- ☐ Transfer
- ☐ Leave of Absence
- ☐ Other (Explain) _____

Additional Check Request

Charge to _____

Reason _____

Change Authorized by _____ Date _____

Change Approved by _____ Date _____