



Confidential Employee Information Form

original change

Note: This form is completed after an individual is hired. Please print clearly

Employee Name _____ Effective Date: _____

Preferred Name _____

Birth Date (MM/DD) ____/____ Male Female Non-Binary

Name Change _____

Address _____

Home Phone _____ Cell Phone _____

E-Mail Address _____ Other _____

Please note that your phone number(s) and email address(es) will automatically be entered into SVA’s electronic notification system, “SVA Alert.” The system notifies you of school closings, emergencies, and the like via voice or text message. By providing your contact information to us, you are consenting to receiving messages. If you do not wish to participate in this notification system, please check here:

Emergency contact _____
Emergency contact’s phone _____
Emergency contact’s address _____
Emergency contact’s relationship to you _____

If you are changing your marital status, or the number of dependents you have has changed, you should also fill out a new W-4 form and may need to update your Benefits elections. Please call Payroll at ext. 2654 for a copy of the relevant forms.

*Important note: If you are moving out of New York City (Bronx, Manhattan, Brooklyn, Queens, Staten Island) and wish to stop paying city taxes, please request and complete a New York State Certificate of Non-residence And Allocation of Withholding Tax form (IT-2104.1). Payroll has copies of this form as well.

◆◆STUDENT EMPLOYEES◆◆

Human Resources will use this address on paychecks and for mailing W-2 forms. The Office of the Registrar and the Office of Student Accounts track your other mailing and billing addresses. Please contact them directly if you wish to update their records.