



Larimer County Colorado Employee Change Form

Employee Name: _____

Employee Number _____

Department: _____

NAME CHANGE

1. List your new name exactly as it appears on your social security card
2. Attach a copy of your new social security card and driver's license
3. Give this form and document copies to your department payroll rep for processing

PREVIOUS NAME:	Last	First	Middle
NEW NAME:	Last	First	Middle

MARITAL STATUS CHANGE

1. Select type of event, effective date and new marital status
2. Attach a copy of your marriage certificate (or) first and last page of divorce decree
3. Give this form and document copies to your department payroll rep for processing
4. If you are changing your benefits, please also submit a benefits change form to the Benefits Dept.
(Remember: you only have 31 days from the date of a life event to change your benefits.)

EVENT:		EFFECTIVE DATE: _____	NEW STATUS:	
Marriage	<input type="checkbox"/>		Married	<input type="checkbox"/>
Divorce	<input type="checkbox"/>		Single	<input type="checkbox"/>

PLEASE GO TO EMPLOYEE SELF-SERVICE TO ENTER ANY OF THE FOLLOWING CHANGES:

- New Driver's License Info
- New Employee Address, Phone or Email
- New Emergency Contact Info
- Changes To W-4 (Tax Filing Status & Allowances)
- New Bank Account Info For Direct Deposit

OTHER CHANGES TO CONSIDER:

- To change your County Email Address or Active Directory sign-on, contact Support Central (x5000)
- To get a new County Photo ID, contact your Department Payroll Rep
- To update your Larimer County Commercial Card, contact your Department Payroll Rep or the Finance Department
- To update your Parking Garage Permit, contact the City of Fort Collins Parking Services (221-6617)

Employee Signature _____

Date _____

Payroll Rep Initials _____