



Catholic Diocese

Employee Information Update Form

Please use this form to update an employee's personal address, telephone number, a name change, an entity location change or a classification change. A name change can only be done if it is accompanied by a copy of the employee's new social security card that states their new name.

Please fax this form and any supporting paperwork to Human Resources at 214-379-3224. You can also scan the form and send it to hr@cathdal.org.

Name: _____	
Home Address:	Street Apt. City State Zip Code
Home Ph. # _____ Mobile # _____ Wk. E-Mail _____	Entity Location Code: or Entity Name (Parish/School):
Social Security Number: _____	Date of Birth: _____
Classification:	<input type="checkbox"/> Lay Employee <input type="checkbox"/> Priest <input type="checkbox"/> Contracted Teacher <input type="checkbox"/> Retired Priest <input type="checkbox"/> Contracted Principal <input type="checkbox"/> Seminarian <input type="checkbox"/> Nun
Reason for Update:	<input type="checkbox"/> Name Change Former Name _____ <input type="checkbox"/> Address/Phone Change Former Address _____ <input type="checkbox"/> Entity Location Change Former Location Code _____ <input type="checkbox"/> Classification Change Former Classification _____
Effective Date of change _____	Signature _____