



Diocese of Metuchen

Personal Information Change Form

To be completed when there is a change in address, name, dependents or status. Check off all that apply. Once completed, send to the address below.

Employee Name	Social Security Number
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<input type="checkbox"/> Change of Address			
New Address (street)	City	State	Zip
Telephone			

<input type="checkbox"/> Name Change	
Current Name	Change To
Reason for Change	Marital Status

Please list additional dependents on a separate sheet of paper

<input type="checkbox"/> Add / Delete Dependent(s)			
Dependent Name		Social Security Number	Date of Birth
Relationship	Date of Change	Reason for change	Gender <input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> Adding	<input type="checkbox"/> Deleting		
Dependent Name		Social Security Number	Date of Birth
Relationship	Date of Change	Reason for change	Gender <input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> Adding	<input type="checkbox"/> Deleting		

<input type="checkbox"/> Transfer	<input type="checkbox"/> Hour Changes
Current Location #	Current # of hours
Change to	Change to

<input type="checkbox"/> Employment Status		
Employee Name	Social Security Number	Date of Termination
Continuation of benefits (Health Extension) <input type="checkbox"/> Yes <input type="checkbox"/> No		

Mail to: Office of Human Resources
 Attn: Melissa Garcia
 146 Metlars Lane
 Piscataway, NJ 08854

Fax to: 732-562-2464
 Phone: 732-562-1990, ext. 1503
 E-mail: mgarcia@diometuchen.org