



**FOREST HILLS**  
— PUBLIC SCHOOLS —

**EMPLOYEE INFORMATION UPDATE**  
**PLEASE PRINT**

Name: \_\_\_\_\_ Building: \_\_\_\_\_

Employee I.D. (Not SS #) \_\_\_\_\_ Position: \_\_\_\_\_

**COMPLETE FOR NEW INFORMATION ONLY**

**Name Change\***

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**\*Must submit updated social security card with new name.**

**If changes are needed to insurance or beneficiary forms,  
contact the Human Resources Department.**

**COMPLETE FOR NEW INFORMATION ONLY**

**New Address:** \_\_\_\_\_

\_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Do you need Grand Rapids City Tax withheld?  Yes\*  No

Do you need Walker City Tax withheld?  Yes\*  No

**\*Tax form must accompany this request if Grand Rapids or Walker taxes are to be withheld.**

Active Employee

Inactive Employee

Comments: \_\_\_\_\_

Effective Date For Change: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_