

## EMPLOYEE CHANGE OF INFORMATION FORM

### NAME CHANGE

**Current Name:** \_\_\_\_\_

**Name Change:** \_\_\_\_\_

Proof of name change attached (Driver's license, marriage certificate, etc.)

### ADDRESS/TELEPHONE CHANGE

**Street number:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone number change:** \_\_\_\_\_

### SIGNATURES

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY

**HOOPP – SIN#** \_\_\_\_\_

**Sun Life**

**S Drive Employee file (Name Change)**

**Meditech**

**Employee Change form Notice (email group)**

**ID badge request (name change only)**

#### Name Change instructions:

- MEDITECH - Enter former last name in (BRACKETS) and CAPS on the ALIAS line & add new last name in CAPS one the "Last name" line in the Demo screen
- EMPLOYEE FILE-Change former last name to (BRACKETS) and add new last name in Caps in front of the brackets
- Change HOOPP and Sun Life if applicable
- Send email notice to the "Employee Change" group so that their email, MT, intranet, etc can be updated
- Request new ID badge from Carillion