

To change your address, complete the form below and present the Form with picture ID to:

Employment Office/2020 Old Main

To change your name, bring your updated Social Security Card to the Employment Office.

**As a result of a name change, if you wish to change your EIU NetID/Email Address – contact ITS Help Desk, 581-4357.



Employee Address/Name Change Form

1. Check all that Apply: Civil Service Staff Faculty A&P or ASP Extra Help
 Applicant Retired EIU Employee Current EIU Student Former Student/Alumni
2. This address is where I want my W-2 sent
 my primary address
 my emergency contact

Eastern ID number: E _____ (located on your Panther ID Card)

Last 4 digits of Social Security Number (current employees excluded): _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Unlisted: yes no

Signature: _____ Date: _____

For Office Use Only

(date and initial)

NOTE: Student addresses are changed through PAWS

Current or Former Employee

- Banner
- Folder/Application updated
- Examinations notified
- Register/etest updated
- Benefits CMS/SURS updated

Applicant Only

- Examinations Notified
- Application changed
- Register/etest updated