

## EMPLOYEE RECORD CHANGE FORM



Please complete form and submit changes –

Via Email to: [HResources@KCSouthern.com](mailto:HResources@KCSouthern.com)

Via Fax: (816) 983-1108

Via Mail: The Kansas City Southern Railway Company  
Attn: Human Resources  
427 W 12<sup>th</sup> Street, Kansas City, MO 64105

**PLEASE PRINT** (Required Fields)

EFFECTIVE DATE OF CHANGE(S)

NAME (LAST, FIRST, MI)

EMPLOYEE ID or SSN

**FILL OUT APPLICABLE FIELDS ONLY**

### NAME CHANGE

NEW NAME (LAST, FIRST, MI)

*(Include proof of change such as copy of Social Security card)*

### RESIDENCE/PHYSICAL ADDRESS (NO POST OFFICE BOXES)

ADDRESS

CITY

STATE

ZIP

**NOTE:** If you are changing your state of residence, please complete a new state Form W-4 to ensure correct payroll deductions.

### CONTACT INFORMATION

PERSONAL EMAIL ADDRESS

AREA CODE AND NUMBER

HOME PHONE

CELL PHONE

OTHER PHONE

### EMERGENCY CONTACT INFORMATION CHANGE(S)

*It is important to keep up-to-date emergency contact information on file so that phone numbers can be easily accessed.*

- All emergency contact information can now be entered by the employee in PeopleStation.
- Log in to [PeopleStation](#), click "Update Emergency Contacts" tile on Home Page, and enter your primary and alternate emergency contact data in the "Emergency Contact" section.

EMPLOYEE SIGNATURE: \_\_\_\_\_  
(Print and Sign)

DATE: \_\_\_\_\_