



Employee Current Information Form

Human Resources Fax (413) 665-1128
Human Resources Phone (413) 712-0773

Company Name: _____

Effective Date: _____

Employee Information

Name (First, Middle, Last) Employee Number

SS Number (Last 4 Only) Date of Birth

Current Address

Mailing Address (if different)

Home Phone Cellular Phone

Email address

4 Digit Pin-(Property Access) 6 Digit Pin-(Fuel Card)
IT Logistics

**Documentation must be attached for any Name changes.*

Employee Signature Date

HR Use Only

Date Updated HR/Payroll File:

Date Updated Benefits: