

PERSONAL INFORMATION FORM



ALL EMPLOYEES: please complete the required information below.

_____	_____	_____
Employee Number	Badge Number (Police Only)	Effective Date
_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Social Security Number	Date of Birth	Hire Date

Check one: New Hire Current Employee (submitting a change) **Is change due to a marriage or divorce?** Yes No
 If yes, please also update other applicable benefits paperwork i.e. health/life insurance and beneficiary forms.

NEW HIRES: please complete the required information below.

CURRENT EMPLOYEES: please only complete the information below that needs to be changed.

CONTACT INFORMATION:

_____	_____	_____	_____
Address	City	State	Zip Code
_____	_____	_____	_____
Email Address	Home Phone	Cell Phone	

EMERGENCY CONTACTS:

_____	_____	_____
Name	Phone Number	Relationship
If listing a spouse, please also provide:		
_____	_____	_____
	Place of Work	Work Number
_____	_____	_____
Name	Phone Number	Relationship

NAME CHANGE:

For name changes, please note: You must change your name with the Social Security Administration (SSA) before HR can process your name change. Please provide HR with a new social security card along with this form.

DEPENDENTS COVERED BY LIFE INSURANCE

(For regular benefitted employees only, temporary employees are not eligible)

Please list your spouse & dependents (under age 26) for the City of Renton provided Life Insurance benefit.

***NOTE:** This form does not update your beneficiary information. You must update beneficiaries separately.

Spouse's First/Last Name:		SSN:	DOB:	Gender:
<input type="checkbox"/> Add				
<input type="checkbox"/> Drop				
Dependent's First/Last Name:		SSN:	DOB:	Gender:
<input type="checkbox"/> Add				
<input type="checkbox"/> Drop				
<input type="checkbox"/> Add				
<input type="checkbox"/> Drop				
<input type="checkbox"/> Add				
<input type="checkbox"/> Drop				
<input type="checkbox"/> Add				
<input type="checkbox"/> Drop				

HR USE ONLY: HMA Payroll Halogen I-9 Form (Name Changes only)