

Minnesota Clerical, Inc.
Payroll Specialist



A step in the right direction!

CHANGE OF ADDRESS / NAME

Employee Name: _____ SS# _____

Change Effective Date: _____ Employee Number _____

NEW INFORMATION

Last Name: _____ First Name: _____ MI: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Daytime Phone: _____

Email Address: _____

.....
VERIFICATION OF CHANGE:

Employee Signature: _____ Date: _____

.....

Please fax the completed form to Minnesota Clerical, Inc at 763-753-7246, Thank you.

Minnesota Clerical, Inc
17230 Uplander Street NW
Andover MN 55304
763-753-7243
Fax: 763-753-7246