



SANTA ROSA COUNTY HUMAN RESOURCES

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6495 Caroline Street, Suite H | Milton, Florida 32570-4592

Employee Information Change Form

Employee Name: _____

Please update the following information effective: _____

Name

New Name*: _____

*Contact Human Resources Department to Provide Additional Information

E-mail Address

New E-mail Address: _____

Address

New Address: _____

Phone Number

New Phone Number: _____

Emergency Contact

Name of **PRIMARY** Contact Person: _____

Relationship: _____

Address: _____

Phone Number: _____

Employee Signature

Date

Note:

This form is to be used only for name changes, address changes, phone number changes, and emergency contact changes. Please send the completed form to HR@santarosa.fl.gov

**Tax withholding changes must be completed on a W-4 form which may be obtained from Payroll or online at www.irs.gov.

Effective 5/25/2021