



**Pruitt Production Services, Inc.
Employee Information Change Form**

Employee Name:

(Last Name)

(First Name)

M.I.

Employee Name Change (Documentation required for a change of name)

(Previous Legal Last Name)

(Previous Legal First Name)

M.I.

(Current Legal Last Name)

(Current Legal First Name)

M.I.

Documentation required for a change of name:

- Marriage Certificate
- Birth Certificate
- Legal change of name documentation

Employee Change of Marital Status & Dependents

- Single
- Married
- Divorced
- Widowed

Change of Dependents: Yes No

*If there is a change of dependents you must complete an additional HR Benefit Dependent Form.
Documentation to verify dependents is required, and new dependents will not be added without documentation.*

Employee Address, Phone or Email Change

New Street Address

City

State

Zip Code

New Cell Phone

New Home Phone

New Personal Email Address

Employee Signature

Effective Date of Change

If your information change was due to a change in marital status or other qualifying event, please contact HR to find out how life status change effects your employee benefits. If you plan on changing your filing status, you will need to fill out an updated W-4.

To submit this form and relevant documentation to HR you may:

1. Place in a sealed envelope and submit to your Supervisor
2. Send via email to linda.pruitt@pruittpsi.com
3. Send via United States Postal Services

HR Contact: Linda Pruitt / Phone: 979-542-5104 / Email: linda.pruitt@pruittpsi.com