

CITY OF BRISTOL VIRGINIA

Human Resources

.... Working for You

300 Lee Street, Bristol, Virginia 24201
(276) 642-2325 FAX: (276) 642-2328

www.bristolva.org

Personal Data Change Request

Employee #: _____

Employee Name: _____

New Name: _____

New Address: _____

New Phone #(s) _____

Please Note: Completion of this form does not meet the change requirements with United Healthcare Insurance and/or the Virginia Retirement System.

Signature

Date

<i>Personnel Use Only</i>	
Received:	_____
Keyed:	_____
By:	_____