



Thomas O'Hara, MBA.
President

Research Foundation for Mental Hygiene, Inc.
150 Broadway, Suite 301, Menands, NY 12204
Phone: (518) 474-5661 Fax: (518) 474-6995

Robert E. Burke, CPA
Managing Director

Employee Information Change Form

All information must be filled out

If assistance is needed, please email: Payroll-HRProcessing@rfmh.org

Personal Information:		
Last Name:		First Name:
Social Security Number:		Date of Birth:
Name Change:		
Last Name:		First Name:
Address Information:		
Current Address:		
Apartment Number:		
City:	State:	Zip Code:
New Address:		
Apartment Number:		
City:	State:	Zip Code:
Date of Address Change:		
Other Changes (Note Below):		

Employee Signature:

Date:

-----Human Resources-----

Oracle Input Complete:

Date: