

Employee Contact and Name Change Form

Return signed and completed form to the Human Resources Department at:

E-mail: human.resources@rcgov.org | **Fax:** 605.394.6621 | **Mail:** 300 6th St, Rapid City, SD 57701

Incomplete forms will not be accepted. Please allow 3-5 business days for processing. If you have an urgent issue, please contact the HR Department as soon as possible at 605.394.4136.

Employee Name: _____

Previous Name: _____

In order to process a name change, employees must present the Human Resources Department with their new, updated social security card.

Employee Number: _____ Last 4 of Social Security Number: _____

Department/Division: _____

New Mailing Address: _____

Street address and mailing address if different from street

City, State & Zip

New Telephone Number: (_____) _____

New E-mail Address: _____

Requested Effective Date: _____

Employee Signature

Date

-----For Internal Use Only-----

Benefited Employee: _____

Temporary Employee: _____

Date Received: _____

SDRS: _____

Date Entered: _____

Finance: _____

Tyler: _____

Helpdesk: _____

Blues Enroll: _____

File Director: _____

Revised: 06.25.2018