

## Personal Information Update Form

Please use this form to request an update to your personal information maintained in the Kentucky Human Resource Information System (KHRIS), when unable to do so through KHRIS Employee Self-Service (ESS). For example, the employee does not have computer or internet access or is no longer employed.

Completed forms should be provided to the agency HR office for processing. If completed after separation, please mail to the last employing agency.

Employee Name:		PERNR or Employee ID:	
Agency:			
<b>CURRENT Address</b>			
Address Line 1			
Address Line 2 (Apt #)			
City	State	Zip Code	
County			
Phone Number:			
Email:			
<b>NEW Address</b>		<i>To Begin Use/Effective:</i>	
Address Line 1			
Address Line 2 (Apt #)			
City	State	Zip Code	
County			
Phone Number:			
Email:			

By signing below, I'm requesting that my agency HR office process the above updates to my personal information. I understand that it is important to keep this information accurate for many purposes, to include: tax administration, mailing of W-2 statements, and other personal correspondence.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Request Submission

NOTE: Separated employees- For the purpose of W-2 distribution, information must be accurately maintained through February of the year *following* separation.

<b>For Agency HR Office Use:</b>	
Update completed on: _____	<input type="checkbox"/> Residential Taxes Verified (for active employees)
By: _____	