



Office of
General Services

Business
Services Center

Information Announcement

Personal Data Change Form

December 18, 2015

Personal Data Change Forms must be submitted to the BSC Human Resources Personnel Administration Unit when customer agencies' employees require changes to their address, name and/or phone number on the employee's record. The forms must be submitted directly to the BSC by employees, and the information will be updated in the human resources, payroll and employee health benefits systems upon receipt of the Personal Data Change Form. The Personal Data Change Form is available on the BSC website at: [Personal Data Change Form](#) and includes instructions for completion and frequently asked questions.

If applicable, employee's agency specific procedures should also be followed for reporting these changes.

Completed forms may be scanned/emailed, faxed or mailed directly to the BSC Personnel Administration Unit at:

Business Services Center
Personnel Administration
1220 Washington Ave
Building 5, Floor 4
Albany, NY 12226-1900
Fax: (518) 457-1879

Email: BSCPersonnelAdmin@ogs.ny.gov

If you need any assistance or have questions regarding this information, please contact the BSC at (518) 457-4272 or BSCPersonnelAdmin@ogs.ny.gov.