



**Office of General Services
Business Services Center**

Human Resources, BSC Records Management
 Building 5, Floor 4
 W. Averell Harriman State Office Campus
 1220 Washington Avenue
 Albany, NY 12226-1900
 Email: BSCHRForms@ogs.ny.gov
 Website: bsc.ogs.ny.gov
 Phone: 518-457-4272 | Fax: 518-457-1879

Personal Data Change Form

Instructions: Submit your completed, hand-signed form along with documentation for processing to the BSC Records Management team at BSCHRForms@ogs.ny.gov or by fax to 518-457-1879, or by regular mail using the address above.

The changes requested on this form apply to the following: <i>(check all that apply)</i>		Name Change	Address Change	Email Change	Phone Change	
EMPLOYEE						
Last Name	First Name	MI	Agency	Last 4 of SS# or Full NYS Empl ID		
NAME CHANGE						
Documentation: This is only required for a name change. Please check the box or boxes below to indicate the documentation you are submitting with this form. You must submit a copy of <u>one</u> type of documentation or your request cannot be processed.						
Social Security Card		Valid Driver's License	Passport	Marriage Certificate*	Divorce Decree*	Court Order
<small>*If you are changing your name due to marriage or divorce, and you would like to add or remove a spouse or dependent from your health insurance plan, you must complete and submit a Health Insurance Transaction Form (PS-404).</small>						
Former Last Name		Former First Name		MI		
New Last Name		New First Name		MI		
ADDRESS CHANGE * For address changes involving NYC/Yonkers residency, please see second page						
Former Address (include state, zip code and county)						
New Resident Address (Please provide residence address - a P.O. Box is not acceptable.)					Apt. #	
City	State	Zip Code	County			
Mailing Address (If different from above - a P.O. Box may be used.)					Apt. #	
City	State	Zip Code	County			
Paycheck Mailing Address (If different from above - a P.O. Box may be used.)					Apt. #	
City	State	Zip Code	County			
EMAIL CHANGE						
Former Email Address			New Email Address			
PHONE CHANGE						
Former Home Phone			New Home Phone			
Former Cell Phone			New Cell Phone			

AUTHORIZATION: My signature below authorizes the Business Services Center to make the appropriate changes to my employee data as noted on this form.

Signature

Date

PLEASE NOTE: The BSC staff will update your personnel records including your paycheck and health insurance records. In addition, there are several employment-related organizations which you must contact directly to advise of this change. See below for a list of such organizations. If applicable, please also follow your agency's procedures for reporting personal information changes.

Additional agencies and organizations to notify of your personal information change. Please contact each organization that applies to you.

FOR NAME CHANGES ONLY:

If you have a SFS user account, email your Agency Security Administrator (ASA) to request that your SFS user account be updated. To update your email address in Outlook, you or your supervisor need to request the change through the ITS Self Service Portal. Contact the AGS-ITS Service Desk at 518-474-2433 or email: fixit@its.ny.gov if you need assistance.

*** FOR ADDRESS CHANGES INVOLVING MOVING INTO OR OUT OF NYC/YONKERS:**

You may need to update your NYC tax withholding status. To update your NYC withholding status you will need to file an IT-2104. By completing this PDC form, you are not altering your filing status. Failure to send in the IT-2104 may result in incorrect withholding status for NYC taxes. You can find the IT-2104 form at https://www.tax.ny.gov/pdf/current_forms/it/it2104_fill_in.pdf

CSEA

1-800-342-4146
<https://cseany.org/>

Deferred Compensation

1-800-422-8463
<https://www.nysdcp.com>

District Council 37 (DC37)

212-815-1000
<http://www.dc37.net/>

Flex Spending Account

(HCSA) Health Care Spending Account
(DCAA) Dependent Care Advantage Account
1-800-358-7202
<http://flexspend.ny.gov/>

MC Life Insurance

518-473-3496
<https://www.cs.ny.gov/>

NYPERL

(New York Public Employee and Retiree Long-Term Insurance Plan)
1-866-474-5824
<https://www.cs.ny.gov/otherben/nyperl/nyperl.cfm>

New York's College Savings Program

1-877-697-2837
<https://www.nysaves.org/>

NYSCOPBA

518-427-1551 ext. 261
<https://www.nyscopba.org/contact-us/>

NYS Department of Civil Service

If you are on any eligible Civil Service lists, you must notify Civil Service in writing.
NYS Department of Civil Service
Staffing Support Unit
Albany, NY 12239
Or call the Eligible List Information Line for further information:
518-457-4295
<https://www.cs.ny.gov/elmspublic/faq.cfm>

**NYS Law Enforcement Officers Union, AFSCME, AFL-CIO,
Council 82**

518-489-8424
<http://www.council82.org/>

NYS Retirement System

518-474-7736 (local)
1-866-805-0990 (toll-free)
<http://www.osc.state.ny.us/retire/>
Must be notified in writing. Forms are available online.

NYS-Ride

1-866-428-7781
<http://www.nysride.com>

OMCE

518-456-5241
<http://nysomce.org/>

PEF

1-800-342-4306
<http://www.pef.org/>

Savings Bonds

1-800-426-9314
<http://www.treasurydirect.gov/>

Social Security Administration

1-800-772-1213
<https://www.ssa.gov>
Federal and state laws require Social Security earnings to be reported under the correct name and Social Security Number.

State Employees Federal Credit Union (SEFCU)

518-452-8183
1-800-727-3328
<https://www.sefcu.com/>

It is suggested that employees complete Tax Form IT-2104 when moving in or out of New York City.

<https://www.tax.ny.gov/>
518-457-5181