



# EMPLOYEE PERSONAL DATA UPDATE FORM – U.S.

## Part 1 – Employee Identification (This section is mandatory. Please print.)

Please check which payroll you are under:

- IC     CCP     DMIR     WC     SSM  
 GTW     DWP     B&LE     P&CD

PIN:

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Name: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
yyyy-mm-dd

## Part 2 – Address Change

Mailing or Home Address: \_\_\_\_\_  
(House no. and street name)

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Home Telephone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_

Alternate Telephone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_

Note: It is the employee's responsibility to inform the Railroad Retirement Board of any change of address.

## Part 3 – Name Change

Former Last Name: \_\_\_\_\_ New Last Name: \_\_\_\_\_

Note: Reason and supporting documentation to be attached.

## Part 4 – Date of Birth Correction

Birth Date: \_\_\_\_\_  
yyyy-mm-dd

Note: Reason and supporting documentation to be attached, i.e., certified copy of birth certificate.

## Part 5 – Emergency Contact Update

Person to contact in case of emergency:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(House no. and street name)

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_

## Part 6 – Home e-mail Address

Can CN send you general information via your home e-mail address?  Yes  No

Address: \_\_\_\_\_

Mail to Homewood Payroll Accounting, 17641 South Ashland Avenue, Homewood, IL 60430 or fax to: 1-708-332-3854