

Town of Natick Employee Verification Form

rev 3/27/2017

Name: _____ Last Four Digits SSN #: _____

Department: _____ Employee Number: _____

Please provide us your most up-to-date information and check the box if you believe that information has changed since last year:

Has any of the below information changed? ___ Yes ___ No

| | |
|--|--|
| <input type="checkbox"/> Mailing Address: | |
| <input type="checkbox"/> Email Address: | |
| <input type="checkbox"/> Cell Phone: | |
| <input type="checkbox"/> Home Phone: | |
| <input type="checkbox"/> Update Federal and/or State Tax forms <i>(Did you graduate? Get married? Have children?)</i> | |

| | | |
|--|--|--|
| <input type="checkbox"/> Change in Direct Deposit <i>(Did you change banks in the prior year?):</i> | | |
|--|--|--|

For the most current forms, please go to the Human Resources Forms and Documents webpage.
<http://natickma.gov/286/Human-Resources-Forms-and-Documents>

Please go the Human Resources Policies webpage for the most current policies.
<http://natickma.gov/277/Human-Resources-Policies>

If you have any other questions you can contact the Human Resources Department (508) 647-6469.

X _____
(EMPLOYEE SIGNATURE)

DATE _____

Seasonal Employees- don't forget to fill out the Certification as a Seasonal Employee Form