



2986 Kings Hwy., Unit B  
Colonial Beach, VA 22443

Phone: 1-866-232-8822  
Fax: 1-866-636-5665  
E-mail: info@xrayz4u.com  
Website: www.xrayz4u.com

## Employee Information Change Form (Supply ONLY the changed information, and please print clearly.)

Employee Name: \_\_\_\_\_

Please make the following changes to my employee records:

Name: \_\_\_\_\_

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

Phone Numbers: Home \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate Number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate Number(s): \_\_\_\_\_

### FORM REQUEST:

➤ REQUEST FOR CHANGE IN DIRECT DEPOSIT FORM:

- CANCEL  
 ACTIVATE

➤ REQUEST FOR CHANGE OF EXEMPTION FORMS:

- STATE IDENTIFY STATE \_\_\_\_\_  
 FEDERAL

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE