



Personal Data Form

The Personal Data Form may be used for a new or current employee. If you are a current employee, and are updating information, the following documents must be attached to this form:

- For change in name, a copy of Social Security card with new name
- For members of Religious Order, a letter from Religious Order verifying exemption from federal tax and FICA withholding and providing Direct Deposit Information Please indicate which section(s) should be updated:

I. Employee Data

Last Name		Suffix
First Name	Middle Initial	Prefix
Birthdate (mm/dd/yy)		Gender (Required) Male Female
Eagle ID (if applicable)		
Have you ever been employed by Boston College?	Yes	No
If yes, select what type of position you held:		
FT/PT Employee	Temp Pool	Student Employee

II. Permanent (Legal) Address (for non-US Citizens, please use non-US address)

Street Address		Apartment Number
Optional Address Line		Post Office Box Number
City	State	Postal Code
Country		Telephone Number (including country and area code)

III. Local Address

Street Address

Apartment Number

Optional Address Line

Post Office Box Number

City

State Postal Code

Country

Telephone Number (including area code)

IV. Emergency Contact

Name

Relationship

Telephone Number (including area code)

V. Additional Information

If you are a member of a Religious Order please indicate:

- Boston College Jesuit
- Non-Boston College Jesuit or Other Religious Order

Please attach a copy of letter from Order verifying exemption from withholding and confirming Direct Deposit information.

VI. Signature

Signature:

Date:

VII. Processing (to be completed by HRSC Representative)

EAGLE ID

Processed in HRSC by:

(Last 8 digits on BC Eagle-One Card):

Date:

