



**EMPLOYEE INFORMATION AND CONTACT
DATA FOR PAYROLL**

The following information will be used for payroll purposes and for sending information to the employee during his/her time of employment with the Town of Wrightsville Beach.

The employee is responsible for notifying the Human Resources Office and his/her immediate supervisor of any changes in order to avoid communication delays.

Name (Last, First, Initial): _____

Social Security Number: _____

Mailing Address: _____

Street Address: _____

City, State, Zip: _____

Phone (Home and Work): H) _____ W) _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Contact Relationship: _____

Employee Signature: _____ Date: _____

Note: Please notify Human Resources and/or Payroll immediately if you have a change of address, telephone, or contact information.