



**Employee Change Reporting Form**

Last name/first name \_\_\_\_\_ | \_\_\_\_\_  
Date of birth \_\_\_\_\_  
Religion \_\_\_\_\_  
Department \_\_\_\_\_

**Change of Address**

*If the employee's place of residence and the country of their employer's domicile (in case of additional employment other than at UZH) is outside of Switzerland, they must fill in the "Transnational Social Insurance" form.*

Effective from \_\_\_\_\_  
New address \_\_\_\_\_  
Previous address \_\_\_\_\_

**Change of Civil Status**

- Marriage       Registered partnership       Separation  
 Divorce       Dissolved partnership       Widowed

*Please enclose a copy of the official document*

New last name \_\_\_\_\_  
*The new SV card will be requested by Human Resources*  
Date of change in civil status \_\_\_\_\_  
Last name/name of spouse/partner \_\_\_\_\_  
Date of birth of spouse/partner \_\_\_\_\_  
Date of death of spouse/partner \_\_\_\_\_

**Naturalization** *Please enclose a copy of the certificate of naturalization*

Nationality/date \_\_\_\_\_

**Salary Payment (New bank account)**

Effective from \_\_\_\_\_  
IBAN \_\_\_\_\_  
Country \_\_\_\_\_

*Account holder and employee must be identical*

Date \_\_\_\_\_

Signature of employee \_\_\_\_\_

To be completed by HR	Staff ID
Received _____	_____
HR check _____	Entered in SAP _____