



**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 _____ |