



EUGENE BURGER  
MANAGEMENT  
CORPORATION

6600 Hunter Drive  
Rohnert Park, CA 94928

TEL 707 584 5123  
FAX 707 584 5124

[www.ebmc.com](http://www.ebmc.com)

## Personal Information Update Form

Employee's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Employee Location: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

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### Employee Information

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Email Address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

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### Emergency Contact Information:

#### Primary Contact

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

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

#### Secondary Contact (optional)

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

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

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### Change of Address:

To change your address, please submit an IRS Form W-4 to the Payroll/Benefits Department at the address or fax number below.

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#### Return this form to:

Eugene Burger Management Corporation – Corporate Office  
Payroll/Benefits Department  
6600 Hunter Drive  
Rohnert Park, 94928

Or fax to **707-584-3432**