# CPS Permanent Change Form

Co. Code ____ Sent by: _____ Date: _____

This is the only form to be used to make permanent changes to employee set up. The types of changes include: Name, Address, Salary, Hourly Rate, Deductions, Federal Taxes, State Taxes, Hire Date, Social Security Number, Birth Date, Gender, Department, or other status issues. A change in Direct Deposit is referenced here, and a new check or DD form attached.

| ID # | Name | Permanent Change |
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