

Greater San Antonio After-School All-Stars  
(GSASAS)  
EMPLOYEE CHANGE OF STATUS FORM

EMPLOYEE NAME:

SOCIAL SECURITY NUMBER  
LAST 4 DIGITS ONLY:

SECTION I: CHANGE IN EMPLOYMENT STATUS

Place an X on the appropriate line

New Hire: \_\_\_\_\_  
Termination: \_\_\_\_\_  
Transfer: \_\_\_\_\_

Insert the Effective Date of the Change

Effective Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

SECTION II: CHANGE IN EMPLOYEE ADDRESS

Insert the Employees Correct Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECTION III: DIRECT DEPOSIT AUTHORIZATION

INSERT BANK AND ACCOUNT INFORMATION

(Make sure to attach a copy of a voided check to this form)

Bank Name \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
Account Type \_\_\_\_\_  
Account Number \_\_\_\_\_  
Amount of Deposit \_\_\_\_\_

Bank Name \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
Account Type \_\_\_\_\_  
Account Number \_\_\_\_\_  
Amount of Deposit \_\_\_\_\_

*If you would like direct deposit in more than one account please enter information in both areas above and indicate the amount to be deposited in each account.*

SECTION IV: FOR USE BY HUMAN RESOURCES ONLY

Recommended By:

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title:

Executive Director: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_