

# Employee Information Updates

West Virginia Bureau for Child Support Enforcement Employer Relations  
350 Capitol St., Rm 147, Charleston WV 25301

Email: [DHHRBCSEERU@wv.gov](mailto:DHHRBCSEERU@wv.gov) Phone: 304-558-1134 or 1-800-835-4683 FAX: 304-558-1503

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Employee Name: SSN:

Company Name: FEIN:

Contact Name: Phone:

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Employee Change of Address

New Address:

City, State:

Phone:

Temporary Layoff Expected Return Date:

Leave of Absence Beginning Date: Expected Return Date:

Low Earnings State in which employee will draw unemployment:

Worker's Comp Workers' Comp Administrator Information

Name:

Address:

City, State:

Phone:

Retired Retirement Plan Information:

Name:

Address:

City, State:

Phone:

Comments:

For assistance, contact the Employer Relations Unit at 1-800-835-4683 or 304-558-1134.