

Employee Information Updates

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

Email: DoHSBCSEERU@wv.gov Phone: 304-558-4665 or 1-800-249-3778 FAX: 304-558-1487

Employee Name:

SSN:

Company Name:

FEIN:

Contact Name:

Phone:

☐ 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 1-800-249-3778 or 304-558-4665.