



BEREAN BAPTIST CHURCH AND ACADEMY
Fayetteville, NC 28314



Employee Information Update Form

This form is divided into two sections – the top section applies to All Employees and the bottom sections applies to only Full-time 12-month Employees and Full-time 10-month Faculty

ALL EMPLOYEES

Legal Name _____

Name you go by (if different than legal name) _____

Mailing Address: _____ Physical Address (if different than mailing): _____

_____, _____, _____

Home Phone Number (_____) _____ - _____ Cell Phone Number (_____) _____ - _____

Ministry Email Address _____

(This is the email address that will be used to send you ministry information and your pay vouchers)

My Federal or State dependent status has changed? YES _____ NO _____
(If you checked YES, it is your responsibility to submit the appropriate W4 or NC4 to the Finance Office in a timely manner)

My Direct Deposit information has changed? YES _____ NO _____
(If you checked YES, it is your responsibility to submit a VOID check and a new ACH Form to the Finance Office in a timely manner)

I would like my tithe/offerings deducted from my paycheck? YES _____ NO _____
(If you checked YES, please submit the Authorization Form stating the amount/percentage you would like deducted from each pay)

FULL-TIME 12-MONTH EMPLOYEES AND FULL-TIME 10-MONTH FACULTY

I would like my child/children’s tuition deducted from my paycheck? YES _____ NO _____
(If you checked YES, the Finance Office will deduct an equal amount from each paycheck from September through May)

My Group Health Insurance Status has changed? YES _____ NO _____
(If you checked YES, it is your responsibility to submit the appropriate forms to the Finance Office in a timely manner)

I am interested in information regarding a 403 (b) savings plan YES _____ NO _____
(If you checked YES, please see the Business Manager for more information)

I am a 10-month Full-Time Faculty Member and I would like to be paid over 20 _____ or 24 _____ pay periods
(20 pay periods = August 13 through May 28 and 24 pay periods = August 13 through July 28)