



**Emergency Contacts:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_

**IMPORTANT -- Changes in Personal Information**

If at any time during the year you work/are working for Shannon Staffing, should any of your personal information change, you are required to contact Shannon Staffing during our office hours and inform us of these changes. This update in information is very important, to facilitate receiving your **year-end tax forms** and/or should there be an **emergency**.