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CHANGE OF ADDRESS FORM

IMPORTANT!!!!

STUDENT EMPLOYEES: THIS WILL NOT CHANGE THE ADDRESS TO WHICH YOUR W2 WILL BE SENT. TO DO THIS, PLEASE SEE THE OFFICE OF HUMAN RESOURCES IN RICHARDSON HALL.

NAME: _____
(Last) (First) (MI)

STUDENT ID NUMBER: _____

PLEASE CHANGE MY **MAILING** ADDRESS TO:

ADDRESS: _____ APT: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE #: (____) _____

Please Note: grades will go to mailing address unless you specify otherwise.

PLEASE CHANGE MY **PERMANENT** ADDRESS TO:

ADDRESS: _____ APT: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE #: (____) _____

PLEASE CHANGE MY **GRADE** ADDRESS TO:

ADDRESS: _____ APT: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE #: (____) _____

(SIGNATURE required)

(DATE)