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 DIPLOMA ADDRESS TO:

ADDRESS: ____________________________ APT: ____________________________
CITY: ____________________________ STATE: ____________________________ ZIP: ____________________________
PHONE #: (____)____________________

____________________________ (SIGNATURE required) ____________________________ (DATE)