Employee Payroll Address
Change Form

Personal Information

Name:

Last Name

First Name

Middle

SOU ID No.: 940

☐ Faculty/Staff  ☐ Student

W2 address and payroll information:

☐ NEW ADDRESS:

Street/P.O. Box

City

St

Zip code

☐ NEW PHONE NUMBER:

Signature: ________________________________ Date: __________________________

NOTE: This change of address affects your payroll/employment records only. You must visit
Enrollment Services, located in Britt Hall, or logon to MySOU if this change affects accounts with them
(i.e., travel card, student account).

HR Use Only

□ Banner  □ PEBB  □ PERS  □ TIAA-CREF

□ ORP  □ BHS  □ UNUM  □ Standard

Payroll Address Change

Rev. 09.2014