

## Employee Information Address/Telephone Change Form

**Form Instructions:**

Report Campus/Work Address Change in Part I  
 Report Home Address Change in Part II  
 Sign, date and return to your Payroll Office

**All changes are effective immediately.**

Social Security Number	Last Name	First Name	Middle Initial

### Part I CAMPUS/WORK ADDRESS

Enter primary campus/work address changes below. Please provide complete information.  
*This is the address that your payroll and benefit information will be delivered to.*

<b>FOR OFFICE USE ONLY</b>	Building Name	Room Number
Building Number: <input style="width: 100%;" type="text"/> Building Number can be found here: <a href="http://www.map.wisc.edu/">http://www.map.wisc.edu/</a>	Department Name	
UDDS Number: <input style="width: 100%;" type="text"/>	Work Phone (area code and full seven-digit number)  (    )	Optional - Secondary Work Phone (do not list the phone at which your phone is backed up)
	Email Address	Mail Box or Mail Drop Code (If Applicable)

### Part II HOME ADDRESS

Enter home address and telephone number changes below. Please provide complete information.  
*This is the address that your Year End Tax Statement(s) and other domestic and international tax information will be delivered to.*

Home Phone (    )					
<b>U.S.</b> →	Street	Apt. No.	City	State	Zip
<b>OR</b>					
<b>Foreign</b> →	Street	Apt. No.	City		
	Province	Country	Postal Code		
Release of Address My home address and telephone number can be released to the public upon request and to the Staff Directory (if blank, "NO" is assumed)					<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Signature				Date (mm/dd/yyyy)	