

# Address Change

Name \_\_\_\_\_ T# or SSN# \_\_\_\_\_

## Mailing Address (MA)

*(Address where paychecks are mailed)*

\_\_\_\_\_

*City*

*State*

*Zip Code*

## Permanent Address (PR)

*(Permanent Residence)*

\_\_\_\_\_

*City*

*State*

*Zip Code*

## W-2 Address (W2)

*(Address where W2 is mailed)*

\_\_\_\_\_

*City*

*State*

*Zip Code*

### Please carefully read the following:

- Southern Utah University is not responsible for any lost or missing checks/W2 forms mailed through the U.S. Postal Service to the address you have designated. **If the check is lost due to an incorrect address, the employee will be responsible for providing a \$20.00 stop payment fee.**
- **If for any reason your address changes, it is your responsibility to contact the Human Resources Office to notify them of your address change.**
- Human Resources Office: Administration Building Rm#106, 351 West University Blvd, Cedar City, UT 84720 Ph# (435)586-7754, Fax# (435)586-7948
- If you are enrolled for Direct Deposit through the University, it is still advisable to complete this form and update your address in the event that it changes.

**By signing this document you acknowledge, understand, and accept the above responsibilities:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone