Southern Utah University
Address Change

Name _____ **T#** _____

Permanent Address(PR) _____
(Must have new State ID with new address if previous address was out of state) ☐ State ID checked by HR _____
_____
City ***State*** ***Zip Code***

Mailing Address (MA) _____
*(Address where **paychecks** are mailed)*
_____
City ***State*** ***Zip Code***

W-2 Address (W2) _____
(Address where W2 is mailed)
_____
City ***State*** ***Zip Code***

E-mail Address _____

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 Phone# (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**

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