



## HUMAN RESOURCES / PAYROLL CHANGE OF ADDRESS FORM

Paine College faculty and staff can update their home address and telephone number by completing this form. This information will be used to update Human Resources and Payroll records. Please return to Human Resources for processing.

Print Name: \_\_\_\_\_  
Last First MI

Paine College ID Number: \_\_\_\_\_

Old Address: \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City State Zip

New Address: \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City State Zip

Home Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Cellular Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Work Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b> Date Processed: _____ Processed By: _____
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