

CHANGE OF ADDRESS FORM FOR EMPLOYEE RECORD

Purpose:

The address shown above will be used to mail the Leave and Earnings Statement (LES) and the W-2 form.

Instructions:

1. Print Carefully.
2. Fill in all applicable areas, including the Zip+4. Payroll will not accept forms with out the 9 digit zip code. Contact your post office if you need help.
3. State rural route number & box number, or street/house number, or Post Office Box number. DO NOT include a combination. You have your mail sent to one of the following:
 - ◆ the post office- PO Box 23
 - ◆ a rural route - Rural Route 01 Box 12A
 - ◆ a street - 12300 Creek Drive

New Employee: or Current Employee:

Name:

SSN: - -

Org. Code:(example: 431000A):

Work Phone No: () -

Current / New Address:

Street Address:

Apt. #:

City: State: Zip Code: -

Home Phone: () -

Old Address:

Street Address:

Apt. #:

City: State: Zip Code: -

Home Phone: () -

Signature

Date

UPON COMPLETION OF THIS FORM, GUARDMAIL OR FAX TO:

PAYROLL OFFICE

Bldg. 438, 47096 Liljencrantz Rd.

Fax #: 301-757-9528

Privacy Act Notice: AUTHORITY, 5 U.S.C. 3301, 3301, Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which requires agencies to use the SSN as the means for identifying individuals in personnel information systems. Your SSN will only be used to ensure that your correct information is recorded along with the other employee information that your agency and OPM collects on you. This information is used by the Civilian Personnel Office (Total Force Strategy & Management Office) and management officials to properly identify employees who are hired into the Department of the Navy and to properly set up the employees records. Furnishing your SSN or any other requested data for this collection effort is voluntary and failure to do so will have no effect on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to ensure accurate and complete data.