



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: _____

For Office Use Only Date Processed: _____ Processed By: _____
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