

REQUEST FOR OFFICIAL MAILING ADDRESS

Effective Date _____

Bureau _____
Subbureau _____
Block _____

NAME (please print) _____ **SSN** _____

____ New Employee

Entered on Duty _____
(date)

I. OFFICIAL MAILING ADDRESS - Used to mail Wage and Tax Statement (W-2), and other official correspondence.

Street/Apt/PO Box _____

City/State/Zip _____

II. BOND ADDRESS

____ Change Bond address to Official Mailing Address - recorded in Section I above.

(NOTE: If Bond is to be sent to a different address, complete Bond Form, SF-1192.)

III. STATE/LOCAL RESIDENCE INFORMATION - This data will not be used for state/local tax calculation purposes. State/local tax authorization forms must be submitted for proper deductions.

City _____ County _____ State _____

IV. ISSUE NET PAY ELECTRONICALLY TO A FINANCIAL INSTITUTE - If you wish to have your net check sent to a Financial Institution/Electronic Funds Transfer please complete an SF-1199A, Direct Deposit Sign-Up Form, and forward to your timekeeper/Coordinator or Personnel Office.

If you do not have an established account for electronic deposit of your net pay, contact your timekeeper/Coordinator or Personnel Office for assistance.

EMPLOYEE SIGNATURE _____

DATE