



Human Resource Services

Change of Address and/or Phone Number

Date: _____	<input type="checkbox"/> SUBSTITUTE
Name: _____	<input type="checkbox"/> CLASSIFIED
Social Security Number: _____	Supervisor <input type="checkbox"/>
Correct Address: _____	Administrative <input type="checkbox"/>
Street Address	<input type="checkbox"/> CERTIFICATED
City _____ Zip Code _____	Supervisor <input type="checkbox"/>
New Telephone Number: _____	Administrative <input type="checkbox"/>
Mailing Address: _____	REASON FOR CHANGE:
Street Address	New Address <input type="checkbox"/>
City	Error in Address <input type="checkbox"/>
Zip Code	New Phone Number <input type="checkbox"/>

Signature of Employee

DMV License Number/Other ID: _____

Information Taken By: _____ On Line: _____
Initials/Date Initials/Date



Instructions

Since pay warrants and other documents are mailed to your home address, it is important to keep Human Resource Services informed of your correct mailing address.

Employees are to fill out a Change of Address Form and either:

1. Hand-deliver the Change of Address Form to Human Resource Services, 5735 47th Avenue. Human Resource Services will need to verify your identity, so please be sure to bring identification with you. OR
2. If you are at a school site, give the completed Change of Address Form to the School Office Manager, who will sign off on the form and send to Human Resource Services via district mail or fax (916 643-9454).

HR Internal Process: Field 1 and Field 3 must match, or Field 3 needs to be empty.

Distribution: Human Resource Services; Employee Benefits or Substitute Office; Accounts Payable