

Carbondale Campus End User Instructions

FORM – Faculty/Staff/Graduate Assistant/Retiree Change of Address

Use: To inform the University of a change in home mailing address or home phone and/or to request suppression of the printing of this information in the *Staff Directory*.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* (<http://eforms.siu.edu/siuforms/info/hro1008.html>)

Instructions: Complete the form using the following instructions. Unless noted, all fields are **REQUIRED**.

<i>Legal Name</i>	The individual's full legal name, including last, first and middle names.
<i>Spouse Name</i>	Name of the individual's spouse, including last, first and middle names.
<i>Street</i>	Street address of the individual's home mailing address.
<i>City</i>	City of the individual's home mailing address.
<i>State</i>	State of the individual's home mailing address.
<i>Zip Code</i>	Zip code of the individual's home mailing address.
<i>Country</i>	Country of the individual's home mailing address.
<i>Home Phone</i>	Individual's home phone number, including area code.
<i>Directory Information</i>	Mark whether the individual wishes to suppress printing of home address, home phone or both in the <i>Staff Directory</i> .
<i>Effective Date of Change</i>	Enter the date this change should take effect. (Date format DD Mmm YYYY)
<i>Signature and Date</i>	Signature of the individual and the date signed. (Date format DD Mmm YYYY)



Faculty/Staff/Graduate Assistant/ Retiree Change of Address Form

Employee or HRMS ID or Social Security Number

Either the employee or HRMS ID or the Social Security Number must be provided.

Special Notes:

This form may not be used to report any changes in legal name or number of tax allowances. Such changes must be made using the W-4 form.

Routing:

This form may be submitted to: Human Resources, MC 6520 or Payroll, MC 6820.