CHANGE OF LEGAL, HOME OR CHECK MAILING ADDRESS, TELEPHONE NUMBER, OR EMERGENCY ADDRESS

PRIVACY ACT

Sections 293 of Title 5 to the U.S. Code authorizes the collection of this information. Collection of this information will be used in order to have a complete record of home, legal, emergency, and check mailing addresses. Information we have about you may also be given to Federal, State, and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, public international organizations, and supervisors, if they request your current home, legal, or check mailing address. Giving us your information is voluntary.

1. INDICATE CHANGE DESIRED	*INSTRUCTIONS*
☒ LEGAL ADDRESS ☐ CHECK MAILING ADDRESS ☐ TELEPHONE NUMBER ☐ EMERGENCY ADDRESS ☐ HOME ADDRESS *(If different from legal address)*	*1. Forward designated copies to Payroll.* *2. Change check mailing address only-forward payroll copy to Payroll.* *a. Use SB-2104 to change Bond Mailing Address.* *b. Use SF-1199A only for checks mailed to Banks (Direct Deposit)*

2. NAME *(Last, First, MI)*		
3. LEGAL ADDRESS	4. ☐ I RESIDE WITHIN THE CORPORATE LIMITS OF THE CITY SHOWN ☐ I DO NOT RESIDE WITHIN THE CORPORATE LIMITS OF THE CITY SHOWN	5. TELEPHONE NUMBER
6. EMERGENCY ADDRESS AND ADDRESSEE	7. RELATIONSHIP	8. EMERGENCY TELEPHONE NUMBER
9. CHECK MAILING ADDRESS	10. HOME ADDRESS	11. EFFECTIVE PAY PERIOD ENDING DATE
12. SIGNATURE OF EMPLOYEE		13. DATE

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