



Change of Address Form

If you are an employee of the university (faculty or staff), please return this completed form to:

Human Resources, Kearney Building, Room K-211

If you are a student, please completed your change of address with the

Registrar's Office, Kearney Building, Room K-201

Employee Name: _____

Employee ID: _____

Former Address:

Street: _____

City, State & Zip Code: _____

Phone Number: _____

New Address:

Street: _____

City, State & Zip Code: _____

Phone Number: _____

Effective Date of Change: _____

Employee Signature: _____

Date: _____

Note(s): Please be advised that if you participate in the 403(b) TIAA retirement plan, contact TIAA directly with your address change by either calling 1-800-842-2252, or logging in online with your established TIAA pin number at www.TIAA.org/SJFC. Under the TIAA 'My Account' tab, go to 'Profile,' which is where you can make the change of address. Also, should you have a health savings account, please call HAS Bank directly, at 1-866-471-5940, to change your address.