

▪ Forty South Market Street ▪ San José, CA 95113

408-270-6406 ▪ 408-239-8825 (fax)

ADDRESS CHANGE REQUEST

This form is for District employees to report an address change. Address changes should be submitted to **District Human Resources** with the exception of Adjunct Faculty, whose completed forms should be submitted to Campus Hourly Personnel Services. Once submitted to Human Resources, you will be notified of instructions for updating your address with your benefit providers if applicable.

Employee Name:

Effective Date:

Please Type or Print

Employee Number:

District Medical Plan:

Please mark one of the following to indicate unit:

Student Help

Classified

Permanent Faculty

Adjunct Faculty*

Classified Hourly

Retiree

MSC

**Adjunct faculty must return this form to Hourly Personnel Services on your designated campus. Thank you.*

New Address:

Number and Street

Apt. No.

City, State, Zip

New Phone #: () -

Email:

Check here if you would like Human Resources to update your address with your health plans.

Note: STRS members must update their address directly with STRS

Signature:

Date:

Required