



## Payroll Office

## Payroll Address Change Request

Please use this form to request the Payroll office to update your address in HRMS.

EMPLOYEE INFORMATION		
Last Name:	First Name:	Employee ID:
New Mailing Address: (Please Print)		
Effective Date for New Mailing Address:		
EMPLOYEE ACKNOWLEDGEMENT		
Employee's Signature: _____ Date: _____		

Return completed form by mail or email:

**Mail:** University of Rochester  
Payroll, Box 278893  
Rochester, NY 14627-8893

**Email:** [payroll@hr.rochester.edu](mailto:payroll@hr.rochester.edu)

Payroll Use Only		
Date Request Received:	Date Processed in HRMS:	Processed By: