COLORADO MESA UNIVERSITY

Human Resources
1100 North Avenue • Grand Junction, CO 81501-3122
970.248.1820 (o) • 970.248.1061 (f) • 1.800.982.6372

Employee Address Change Form

Return to Human Resources Office

NAME: _____
Last **First** **MI**

SS# or 700# _____

Street _____ **PO Box** _____

City _____ **State** _____ **Zip** _____

Phone # _____

This address will be used when mailing out W2 forms and other HR and Payroll information.

Benefit-eligible employees - Please list an email address if you would like one provided to benefit carriers.

Email (optional) _____

Signature _____ **Date** _____