

## ADDRESS SPECIAL REQUEST FORM

### INSTRUCTIONS

If you need to update an existing W-2 Mailing address you can do this via WISE (Web Information System for Employees) at <https://wise.unh.edu/>.

To add or remove a Check Mailing or W-2 Mailing address or update an existing Check Mailing address you must use this form. The form can be completed either offline or online, but it must be printed and signed before submitting. You can mail, email or fax the completed form to your Campus Human Resources or Payroll Office.

#### Address Types that can be updated using this form:

##### ***Check Mailing Address***

If you receive a pay check and it needs to be mailed to an address that is different from your Campus Mailing address or your Postal Mailing address, you can provide an alternative Check Mailing address. All checks will be sent to this address for the time period specified.

##### ***W-2 Mailing Address***

All Form W-2 Wage and Tax Statements are mailed to the employee's Postal Mailing address on file in January of the following calendar year unless the employee has consented to receive it electronically via WISE. For example, 2015 tax forms are mailed to the address on file in January 2016. If your W-2 needs to be mailed to an address different from your Postal Mailing address, you must submit this form with the address to be used for your W-2 and the time period during which that address should be used. Form W-2 must be mailed via U.S. Postal Services, therefore Campus Mailing addresses cannot be used.

Note that all current employees and former employees can access and print their Form W-2 information via WISE (<https://wise.unh.edu/>). Former employees retain their access to WISE until May of the year after their employment has ended.

For any other address changes please refer to Address Change Form – Campus, Postal Mailing, Residence and Foreign Address.

**Complete, Print and Sign, then mail, email or fax completed form to your Campus Human Resources or Payroll Office**

GSC	KSC	PSU	UNH	UNH Manchester	UNH School of Law	USNH
Granite State College 25 Hall Street Concord, NH 03301 603-513-1371 (Ph) 603-415-4158 (Fx) <a href="mailto:anne.dubois@granite.edu">anne.dubois@granite.edu</a>	Office of Human Resource Management 229 Main Street Keene, NH 03435-1604 603-358-2877 (Ph) 603-358-2483 (Fx) <a href="mailto:vhodge@keene.edu">vhodge@keene.edu</a>	Human Resources Plymouth State University 17 High Street, MSC #14 Plymouth, NH 03264 603-535-2250 (Ph) 603-535-2655 (Fx) <a href="mailto:pplante@plymouth.edu">pplante@plymouth.edu</a>	UNH Payroll 2 Leavitt Lane Durham, NH 03824 603-862-1400 (Ph) 603-862-0517 (Fx) <a href="mailto:payroll@unh.edu">payroll@unh.edu</a>	UNH Payroll 2 Leavitt Lane Durham, NH 03824 603-862-1400 (Ph) 603-862-0517 (Fx) <a href="mailto:payroll@unh.edu">payroll@unh.edu</a>	UNH Payroll 2 Leavitt Lane Durham, NH 03824 603-862-1400 (Ph) 603-862-0517 (Fx) <a href="mailto:payroll@unh.edu">payroll@unh.edu</a>	Disbursement Services Attn: Payroll 5 Chenell Drive, Ste 301 Concord, NH 03301 603-862-1474 (Ph) 603-862-2123 (Fx) <a href="mailto:payroll.usnh@usnh.edu">payroll.usnh@usnh.edu</a>

