

ADDRESS CHANGE FORM – CAMPUS, POSTAL MAILING, RESIDENCE, AND FOREIGN ADDRESS

INSTRUCTIONS

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

If you need to change your Campus Mailing address or Foreign Address, add or remove an address type, or prefer to submit a paper form you can complete this form and mail, email or fax it to your Campus Human Resources Office.

The form can be completed either offline or online, but it must be printed and signed before submitting.

Address Types that can be updated using this form:

Campus Mailing Address

This is your work location address to be used for any correspondence sent to you on campus. This may also be used in campus directories. If you are a current student with campus postal delivery, your Campus Mailing address will be your campus postal delivery address not your work location address.

Postal Mailing Address

This is your official Postal Mailing address. It will be used for sending employee communications to your home. When changing this address you need to keep in mind the following:

- ***Contact Your Retirement Vendor*** - You are responsible for contacting your retirement vendor (TIAA/CREF, Fidelity, etc.) with the new address information. The vendor will not receive any notification of this change from the university system.
- ***Review your Benefits Coverage Area*** - A change of zip code in this address could change your insurance coverage if the new zip code is outside of MA, ME, NH or VT. *Contact your Campus Human Resources Office before changing your address if you have any questions or concerns about your benefits coverage.*

Residence Address

Provide this information only if you have a Residence address that is different from your Postal Mailing address. This is a physical address and PO Box information will not be accepted. If your Postal Mailing address is a PO Box, you must provide a Residence address.

Foreign Address

Any foreign citizens working for the University System of New Hampshire on a Visa must provide both a local Postal Mailing address as well as a Foreign address.

Note: An ***Address Special Request form*** is available for updating address types that are not used by most employees. Please see below for the situations that would require use of the Address Special Request 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. Request this change using the Address Special Request form.

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 an Address Special Request 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.

Complete, Print and Sign, then mail, email or fax completed form to your Campus Human Resources 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) anne.dubois@granite.edu	Office of Human Resource Management 229 Main Street Keene, NH 03435-1604 603-358-2877 (Ph) 603-358-2483 (Fx) vhodge@keene.edu	Human Resources Plymouth State University 17 High Street, MSC #14 Plymouth, NH 03264 603-535-2250 (Ph) 603-535-2655 (Fx) plpante@plymouth.edu	Office of Human Resources University of New Hampshire 2 Leavitt Lane Durham, NH 03824 603-862-0501 (Ph) 603-862-0517 (Fx) Banner.HR.Office@unh.edu	Office of Human Resources 400 Commercial St Manchester, NH 03101 603-641-4166 (Ph) 603-641-6324 (Fx) unhm.hr@unh.edu	Office of Human Resources University of New Hampshire 2 Leavitt Lane Durham, NH 03824 603-862-0501 (Ph) 603-862-0517 (Fx) Banner.HR.Office@unh.edu	Human Resources 5 Chenell Drive, Ste 301 Concord, NH 03301 603-862-0953 (Ph) 603-862-0946 (Fx) susan.poole@usnh.edu



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EMPLOYEE INFORMATION

Institution: [] GSC [] KSC [] PSU [] UNH [] UNHL [] UNH [] USNH or
Employee Name: Last First M.I. USNH ID:
Effective Date: Contact Phone:
Please mail my pay check to: [] Campus [] Postal Mailing Address [] Other (Fill out Special Request Form)
Signature*: Date :

*The signature must be completed by the employee or an authorized department representative.

CAMPUS MAILING ADDRESS

[] Student Employee with Campus Postal Delivery. Do not fill in any additional campus information if checked.

Department Name: Phone:
Building Name: Room:

POSTAL MAILING ADDRESS

Address Line 1:
Address Line 2:
Address Line 3:
City: State: Zip Code:
Telephone:

[] Unlisted Check here if you do not want your Postal Mailing Address and phone listed in the campus directory.

RESIDENCE ADDRESS

Reminder: Residence address cannot be a PO Box

Address Line 1:
Address Line 2:
Address Line 3:
City: State: Zip Code:

FOREIGN ADDRESS

Address Line 1:
Address Line 2:
Address Line 3:
City: Province, State, or County:
Postal Code: Country:

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Table with 7 columns: GSC, KSC, PSU, UNH, UNH Manchester, UNH School of Law, USNH. Each column lists contact information for the respective campus.