

**WESTERN CAROLINA UNIVERSITY**  
**Office of Human Resources**

**CHANGE OF ADDRESS FORM**

(Please submit completed form to the Office of Human Resources)

A "Permanent Mailing Address" (MA) is required for all students and employees, and must represent an address at which a person receives mail from the USPS. This address is used for communication and legal documents for all employees and students.

Accurate up to date addresses are **particularly important when you leave the university**. It enables correct delivery of subsequent benefits information and tax forms.

A **personal email address and cell phone number** are important as they allow us to help resolve any questions or issues that may arise regarding things like benefits. These provide for quick and sure correspondence during and after relocation.

**Identification:**

Name: \_\_\_\_\_ 92# \_\_\_\_\_

Previous Mailing Address \_\_\_\_\_  
Street City State Zip

**New Mailing Address:** \_\_\_\_\_  
Street City State Zip

**Personal Email Address:** \_\_\_\_\_

**Home Telephone #** \_\_\_\_\_ **Cell Phone #** \_\_\_\_\_

**In addition you need to change your address in:**

- NC State Health Plan (includes NC FLEX) at <https://wcu.hrintouch.com>

**NOTE: YOU NO LONGER NEED TO COMPLETE W4 and NC4 for address changes, only for changes in exemptions.**

**Declaration:**

My signature authorizes Western Carolina University to update my personnel file with the appropriate documents as attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>For Office Use :</i>	
<u>Form</u>	<u>Date</u>
PPAIDEN (Intake)	_____
Benefits Processor	_____
Payroll (sequence # change on GTVSDAX	_____
Finance for Reimbursement DD (Robbin Brooks)	_____