

REQUEST FOR OFFICIAL MAILING ADDRESS

Effective Date _____

Bureau IN
Sub bureau 06
Block _____

NAME (please print) _____

SSN _____

_____ New Employee

Entered on Duty _____
(Date)

I. OFFICIAL MAILING ADDRESS – Used to mail Wage and Tax Statement (W-2), and other official correspondence.

Street/Apt/PO Box _____

City/State/Zip _____

II. BOND ADDRESS

_____ Change Bond address to Official Mailing Address – recorded in Section I above.

(NOTE: If Bond is to be sent to a different address, complete Bond Form, SF-1192.)

III. STATE/LOCAL RESIDENCE INFORMATION – This data will not be used for state/local tax calculation purposes. State/local tax authorization forms must be submitted for proper deductions.

City _____ County _____ State _____

IV. ISSUE NET PAY ELECTRONICALLY TO A FINANCIAL INSTITUTION – If you wish to have your net pay sent to a Financial Institution/Electronic Funds Transfer please complete an SF-1199A, Direct Deposit Sign-Up Form, and forward to your timekeeper/Coordinator or Personnel Office.

If you do not have an established account for electronic deposit of your net pay, contact your timekeeper/ Coordinator or Personnel Office for assistance.

EMPLOYEE SIGNATURE _____ **DATE** _____

NOTE: Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 U.S.C. Section 552a and for uses described in System of Records Notice Interior/OS-85