



OFFICE OF HUMAN RESOURCES (OHR)

1650 Bedford Avenue, Brooklyn, NY 11225
(718) 270-6910 (PHONE)
(718) 270-6909 (FAX)

CHANGE OF ADDRESS FORM

NAME: _____ EMPL ID : _____
TITLE: _____ DEPARTMENT: _____
CUNY EMAIL ADDRESS: _____

OLD ADDRESS: _____ NEW ADDRESS _____

PHONE: _____ PHONE: _____

ADDRESS CHANGE APPLIES TO: (CHECK ALL THAT APPLY):

___ HOME ADDRESS ___ MAILING ADDRESS
___ PERMANENT ADDRESS ___ BILLING ADDRESS

****ARE YOU ENROLLED IN WAGeworks? (CHECK ANSWER) ___ YES ___ NO**

EMERGENCY CONTACT:

NAME: _____ RELATIONSHIP: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: _____ BUSINESS PHONE: _____ EXT: _____
EFFECTIVE DATE OF ACTION: _____

EMPLOYEE'S SIGNATURE

DATE: _____

Payroll _____ Benefits _____ CUNYFirst _____

Revised: July 27, 2020