

CAL POLY CORPORATION

ADDRESS AND PAYCHECK SORT CHANGE FORM

SECTION I:

Employee Name (Last, First, MI)	Last 4 of SS# <u>OR</u> CPC Employee ID#:	<input type="checkbox"/> Student <input type="checkbox"/> Intermittent <input type="checkbox"/> Additional Compensation <input type="checkbox"/> Benefited	
*Street Address (Include Apt/Unit #)	City	State	Zip Code

If you provide a PO BOX, please also provide a physical address.

SECTION II:

Please select how you wish to receive your paychecks.
<input type="checkbox"/> Corporation Cashier (Pick up your paycheck in Building 15) <input type="checkbox"/> Mail Paycheck to my home (If you participate in Direct Deposit, paystubs are automatically mailed to your home.) <input type="checkbox"/> Continue current method of receipt

***This form changes your address in the Cal Poly Corporation HR/Payroll database only.** It will change the address to which your W-2 will be mailed in January of each year. If you receive other checks from Cal Poly Corporation, you must also change your address with the appropriate departments (Example: Reimbursement Checks from Accounts Payable).

This form will not change your address on file with the university.

Employee Signature <u>(REQUIRED)</u>	Date / /	Primary Telephone <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work () -
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Please return this form to: *CPC Human Resources*
Building 15
San Luis Obispo, CA 93407

Or email to cpchr@calpoly.edu

HUMAN RESOURCES OFFICE USE ONLY
(Give Benefited Address Changes to Benefits Specialist)

<input type="radio"/> CalPERS <input type="radio"/> OneSolution <input type="radio"/> HR Connection.com	Signature of HR Representative	Date
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