CHANGE OF ADDRESS FORM

If you are a permanent employee, please contact Human Resource Services to change your addresses.

NAME: _____ **T NBR:** T_____
(LAST) **(FIRST)** **(MI)**

(PR) Permanent Address **This address must match your Residency Status. If you are an Out-of-State student, this address must remain an Out-of-State address. If you are an In-State student, this address must remain a Tennessee address.**

New (PR) Address:_____
(STREET) (CITY) (STATE) (ZIP) (PHONE)

(MA) Mailing Address **The address where you wish to receive general mail. This address is also used by Human Resource Services for W-2 tax information mailings.**

New (MA) Address:_____
(STREET) (CITY) (STATE) (ZIP) (PHONE)

(LO) Local Address **Indicates the local off-campus address.**

New (LO) Address:_____
(STREET) (CITY) (STATE) (ZIP) (PHONE)

(BI) Billing Address **This address is used by the Business Office for billing, enrollment confirmation, and financial information.**

New (BI) Address:_____
(STREET) (CITY) (STATE) (ZIP) (PHONE)

(PA) Parent Address **This address is used to contact parent in case of emergency or to mail general campus activity information to parents.**

New (PA) Address:_____
(STREET) (CITY) (STATE) (ZIP) (PHONE)

INFORMATION RELEASE FLAGS

Do you want your directory information released to individuals, employers, media, etc? ◯ **Yes** ◯ **No**

TTU AFFILIATION:

Please check all affiliations that apply to you:

☐ **Permanent Employee** ☐ **Temporary Employee** ☐ **Adjunct Instructor** ☐ **Graduate Assistant**

☐ **Student Worker** ☐ **Student** ☐ **Alumnus** ☐ **Vendor**

Signature: _____ **Date:** _____