

**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: \_\_\_\_\_