

## Former Employee Address Change Request Form

Complete the information below in order to have your current address changed to ensure you receive your W-2 in a timely fashion. If you need to request a duplicate W-2 or need more information regarding your W-2, please visit <http://www.fa.ufl.edu/departments/payroll-tax-services/w-2s-and-payroll-tax/>.

Forward this form to:

Employment Operations and Records  
Human Resource Services  
University of Florida  
903 W University Ave  
P O Box 115002  
Gainesville, FL 32611  
or  
fax to: 352-846-0668  
or  
email to: ufhr-employment@ufl.edu

Date: \_\_\_\_\_

UFID (if known): \_\_\_\_\_

Name (while employed at UF): \_\_\_\_\_

New address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (in case we need to reach you): \_\_\_\_\_