

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:

Recruitment and Staffing
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: 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): _____