



Burke County
Human Resources

CHANGE OF ADDRESS FORM

(Please submit completed form to Human Resources)

A "Permanent Mailing Address" is required for all employees and must represent an address at which a person receives mail from the USPS. Accurate up to date addresses are particularly important if you leave employment. This allows for the correct delivery of benefits information and tax forms. In addition, a personal email address and cell phone number are important as they all us to help resolve any questions or issues that may arise with pay and benefits. These provide for quick and sure correspondence.

IDENTIFICATION:

Name: _____

New Mailing Address: _____
Street City State Zip

Personal Email Address: _____

Cell Number: _____

Declaration:

My signature authorizes Burke County HR to update my personnel file:

Signature: _____ Date: _____

HR Use Only:

Change Completed: _____
Date

By: _____