

Official Mailing Address

Effective Date _____	Bureau _____ Subbureau _____ Block _____
NAME (please print) _____ SSN <u>XXX</u> - <u>XX</u> - _____	
____ New Employee	Entered on Duty _____ (date)
I. OFFICIAL MAILING ADDRESS - Used to mail Wage and Tax Statement (W-2), and other official correspondence.	
Street/Apt/PO Box _____	
City/State/Zip _____	
II. BOND ADDRESS	
____ Change Bond address to Official Mailing Address - recorded in Section I above.	
(NOTE: If Bond is to be sent to a different address, complete Bond Form, SF-1192.)	
III. STATE/LOCAL RESIDENCE INFORMATION - This data will <u>not</u> be used for state/local tax calculation purposes. State/local tax authorization forms <u>must</u> be submitted for proper deductions.	
City _____ County _____ State _____	
IV. ISSUE NET PAY ELECTRONICALLY TO A FINANCIAL INSTITUTE - If you wish to have your net pay sent to a Financial Institution/Electronic Funds Transfer please complete an SF-1199A, Direct Deposit Sign-Up Form, and forward to your timekeeper/Coordinator or Personnel Office. If you do not have an established account for electronic deposit of your net pay, contact your timekeeper/Coordinator or Personnel Office for assistance.	
EMPLOYEE SIGNATURE _____ DATE _____	