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 main	il 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 Mail	ing Address - recorded in Section I above.
(NOTE: If Bond is to be sent to a different add	ress, complete Bond Form, SF-1192.)
III. STATE/LOCAL RESIDENCE INFORMATI	ON - This data will <u>not</u> be used for state/local tax calculation purposes.
State/local tax authorization forms <u>must</u> be subr	
CityCounty	State
to a Financial Institution/Electronic Funds Trans forward to your timekeeper/Coordinator or Pers	A FINANCIAL INSTITUTE - If you wish to have your net pay sent sfer please complete an SF-1199A, Direct Deposit Sign-Up Form, and onnel Office. If you do not have an established account for electronic r/Coordinator or Personnel Office for assistance.
EMPLOYEE SIGNATURE	DATE

Controlled Unclassified

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