

EMPLOYEE CHANGE OF ADDRESS

Office of Human Resources/Payroll
901 8th St S, Moorhead MN 56562 * FAX 218.299.4456

1. Please check one: Current Employee Former Employee
 2. Please check one: Support Staff Administrative Staff Faculty

Employee Last Name	Employee First Name	Department/Office	Social Security #
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Previous last name (if applicable): _____

OLD ADDRESS

Street Address _____

City _____ State _____ ZIP _____

Phone _____

NEW ADDRESS

Street Address _____

City _____ State _____ ZIP _____

Phone _____

- Yes, please forward this address change to the Office of Communications and Marketing at Concordia College for publication in the College Directory.
- Yes, please forward this address change to the Post Office manager at Concordia College for inclusion in the Employee Directory online (accessible only to the Tri-College community).
- Yes, please forward this address change to the Office of Advancement at Concordia College for college mailings.

Note: You will have to contact TIAA-CREF directly at 800.842.2252 to change your address.

Effective Date of Change	Employee Signature	Current Date
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Human Resources and Payroll Only:

_____ MF	_____ BCBSMN	_____ Delta	_____ Flex	_____ Com/Adv/PO	_____ Payroll	P-File
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