



Employee's Current Mailing Address

Employee Name (Last, first, MI)			Home Telephone No. (Including area code)		EIN
Mailing Address (Number, street, suite, apt., P.O. box, etc.)			Residence Address (Number, street, suite, apt. P.O. box, etc.) <input type="checkbox"/> Same as Mailing		
City	State	ZIP+4®	City	State	ZIP+4
Emergency Contact Name		Telephone No. (Including area code)	Effective Date	Date Signed	
<input type="checkbox"/> Change Bond Mailing Address to Same as Mailing Address (See Note Below) NOTE: This will change ALL bond mailing addresses. If you have multiple bond allotments and wish to change individual mailing addresses, submit Form 1192, U.S. Savings Bond Authorization for Purchase and Request for Change, to your personnel office.			Employee Signature		
FOR EMPLOYING OFFICE USE ONLY					
Finance No.		Pay Loc.	Installation Name		

Privacy Act Statement

Privacy Act Statement: Your information will be used to perform routine personnel functions. Collection is authorized by 39 USC 401, 410, 1001, 1005, and 1206.

Providing the information is voluntary, but if not provided, it may result in delayed or inaccurate routine personnel functions. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS® or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel.



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