



**CHANGE OF ADDRESS**

**AS481**

Employee \_\_\_\_\_  
*Last* *First* *MI*

LSU ID \_\_\_\_\_

Type of Employee

- Academic (9 mos)    Salary / Academic / GA (12 mos)    Wage / Contingent    Non-employee

Please change my address on the payroll files to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

Note: This address change affects the HOME address on the LSU Directory. It does not necessarily update all required systems or records. Your W-2 form is sent to the latest address on the Payroll files. It is especially important to provide a forwarding address when leaving LSU.

**FOR ACCOUNTING SERVICES USE ONLY**

Processed by \_\_\_\_\_ Date \_\_\_\_\_