



Office use only	
Organizational unit #	_____
Date entered in SAP	_____
Entered by	_____

Address Change Form

Form is For: UK Employee Retiree

Name _____

Employee ID _____

Last 4 digits of Social Security Number _____

New address:

Address 1 _____

Address 2 _____

City _____ State _____ ZIP code _____

Phone number (including area code) (_____) _____

Employee signature _____

Date _____

Note: Permanent address cannot be an address outside the United States. Please indicate if you need your mailing address to be changed to a foreign address.

Please return this form to UK Human Resources, 204 Mandrell Hall Lexington, KY 40508. You can also fax it to 859-323-1095 or email benefits@uky.edu.

Please retain a copy of this form within the employee's department responsible for maintaining this information in SAP. Send a copy to Human Resources, Mandrell Hall, Lexington KY.