

REQUEST FOR OFFICIAL CORRESPONDENCE ADDRESS

Effective Date _____

Bureau IN05

_____ New Employee

Subureau FA

_____ Existing Employee

Block 035

Name (please print) _____ SSN XXX-XX-_____

OFFICIAL CORRESPONDENCE ADDRESS - Used to mail wage and tax statement (W-2), Leave and Earnings Statement, and other official correspondence:

Street/Apt/P.O. Box _____

City/State/Zip _____

BOND ADDRESS

_____ **Check here if you have a Bond that should go to the above address.**
(Note: If Bond is to be sent to a different address, complete Bond Form SF-1192.)

Employee Signature _____ Date _____

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All checks must be delivered electronically. Complete a Direct Deposit Sign-Up Form (SF-1199a or FMS 2231) for electronic deposit of your wages and salaries.

Note: Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 U.S.C. Section 552a and for uses described in System of Records Notice Interior/OS-85)