

To update your home/ mailing address you can complete this form or you can log into the MyPack Portal and go to "Employee Self Service". You will find "Home and Mailing Address" under "Personal Information". This will change your address throughout the campus community, including student Registration and Records.

For instructions on changing your address with the benefit plan administrators call the Benefits department at 919-515-2151 or go to: [www.ncsu.edu/hr/benefits/life\\_events/name\\_change.asp](http://www.ncsu.edu/hr/benefits/life_events/name_change.asp)

**EMPLOYEE INFORMATION**

Please enter your name as it appears on your Social Security card

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Last four digits of your Social Security # \_\_\_\_\_

**UPDATE HOME ADDRESS**

Street Address \_\_\_\_\_ Apt/PO Box # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**UPDATE MAILING ADDRESS** (if different from home address)

Street Address \_\_\_\_\_ Apt/PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ADDITIONAL UPDATES** (if applicable)

Please include area codes for all phone numbers

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Business \_\_\_\_\_

Personal E-mail \_\_\_\_\_ Business E-mail \_\_\_\_\_

Submit completed form to University Payroll

Mailing Address:  
Campus Box 7233  
Raleigh, NC 27695-7233

Physical Address:  
Administrative Services - Bldg II  
2711 Sullivan Dr. Suite 200

Fax # 919-515-4320