

**BRYN MAWR COLLEGE**  
**Human Resources**  
**Change of Address Form**

<p align="center"><b><u>HR USE ONLY</u></b></p> <p>Processed by/Date:</p>
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Please print clearly

Name: \_\_\_\_\_ Id Number: \_\_\_\_\_  
(Last, First)

Old Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P.O. Boxes are considered mailing addresses only. If you provide a P.O. Box, please also provide a street address

New Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Address Type: \_\_\_\_\_ Permanent \_\_\_\_\_ Mailing Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If this is not a permanent change, when will this address no longer be effective? \_\_\_\_/\_\_\_\_/\_\_\_\_

Would you like your old address to take effect as of this date? \_\_\_\_\_ Yes \_\_\_\_\_ No

I give Human Resources permission to notify the following vendors of my change in address and phone number (check all that apply; for permanent changes only):

\_\_\_\_\_ Independence Blue Cross \_\_\_\_\_ Delta Dental

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

*If you are a participant in TIAA-CREF, you must contact them at 1-800-842-2776 or make the change on-line. If you are a participant in Vanguard, you must contact them at 1-800-523-1188 or make the change on-line.*

*If you are moving in or out of the City of Philadelphia, please complete a new Federal Form W-4. If you currently reside in or are moving to New Jersey, and would like to have New Jersey state income tax withheld from your paycheck, please contact the Payroll Office to complete the appropriate state forms.*