



### ADDRESS CHANGE FORM (former employees only)

Current employees should go to <https://personalinfo.wm.edu> or [Banner Self-Service](#) (Personal Information section) to update their address. Former employees should complete this form, sign, and return to [AskHR@wm.edu](mailto:AskHR@wm.edu).

| Address Change Information                 |           |                 |
|--|-----------|-----------------|
| Name: Last, First                          | Banner ID | Phone Number    |
| New Address:                               |           |                 |
| Street                                     | City      | State, Zip Code |
| International address may be entered here: |           |                 |
|  |           |                 |
| Previous Address:                          |           |                 |
| Street                                     | City      | State, Zip Code |
| Signature/Date                             |           |                 |
| Signature _____                            |           |                 |
| Date _____                                 |           |                 |