

County of Sussex
CHANGE OF ADDRESS NOTICE

Name _____ Work Location _____

Previous home address _____
(As it appears on your paycheck)

Previous mailing address _____

NEW home address _____

NEW mailing address _____

Previous phone number _____

NEW/CURRENT phone number _____

Effective Date _____

Voluntary Information

Note to Employee: This information will be used ONLY IN EMERGENCY SITUATIONS.

Name and phone numbers of person to contact in case of emergency

Please return this form to the Office of Employee Services. This form will become a permanent part of your personnel file.

Employee Signature