

# Canyon-Owyhee School Service Agency

## CHANGE ADDRESS FORM

Please complete this form when requesting an address change in employee file and mail (109 Penny Lane, Wilder, Idaho 83676) or fax (208-482-7904) to the Canyon-Owyhee School Service Agency human resource office.

Request Change Date: \_\_\_\_\_

Address Change is for:

Employee's Name (Print name) \_\_\_\_\_ SSN \_\_\_\_\_

I understand this request for change of address will replace all previous requests. It will become effective the earlier of the request change date above or the date recorded by the Canyon-Owyhee School Service Agency Human Resource Office.

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

### OLD ADDRESS:

### NEW ADDRESS:

Mailing: \_\_\_\_\_

Mailing: \_\_\_\_\_

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

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

P.O. Box: \_\_\_\_\_

P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_