



Employee's Current Mailing Address

Employee Name (Last, first, MI)			Home Telephone No. (Include area code)		EIN
Mailing Address (Number, street, suite, apt., P.O. box, etc.)			Residence Address (Number, street, suite, apt., P.O. box, etc.) ☐ Same as Mailing Address		
City	State	ZIP+4®	City	State	ZIP+4
Emergency Contact Name		Telephone No. (Include area code)	Effective Date		Date Signed
☐ Change Bond Mailing Address to Same as Mailing Address (See Note Below) NOTE: This will change ALL bond mailing addresses. If you have multiple bond allotments and wish to change individual mailing addresses, submit PS Form 1192, <i>U.S. Savings Bond Authorization for Purchase and Request for Change</i> , to your personnel office.			Employee Signature		
			FOR EMPLOYING OFFICE USE ONLY		
			Finance No.	Pay Loc.	Installation Name

Privacy Act Statement: Your information will be used to perform routine personnel functions. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Providing the information is mandatory. Failure to provide it may result in delayed or inaccurate routine personnel functions. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the United States Postal Service® (USPS®) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel.