



### W-2/Payroll Address Change Form

**Active Employees** – You must update your address in InsideTrack or MyYU, and not through this form. Once you log in, go to the Employee tab, select “Update Addresses and Phones,” select “W2/Payroll Address” in the drop-down menu, and then click “Submit.” You will then be brought to the page to input your new address. **Please note that if you are moving in or out of New York City or Yonkers, you must complete a new NYS IT-2104 tax form.**

**Former Employees** – Complete this form and provide proof (e.g., utility bill, driver’s license) to confirm your new address. **Address change requests without supporting documentation will not be processed.** Please submit all completed documentation to Payroll Services via the following methods:

- Email - [payrollservices@yu.edu](mailto:payrollservices@yu.edu)
- US mail - 2495 Amsterdam Ave, Belfer Hall Room 216, New York, NY 10033
- Fax 212-960-0887

NAME (print) \_\_\_\_\_

Banner ID \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Current Address**

Street \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Previous Address**

Street \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

<u>INTERNAL USE ONLY</u>	<u>INITIAL</u>	<u>DATE</u>
<input type="checkbox"/> Form	_____	_____
<input type="checkbox"/> Doc	_____	_____
<input type="checkbox"/> IT-2104	_____	_____
<input type="checkbox"/> HRIS	_____	_____

**PAYROLL SERVICES**