**Employee Address Form California**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **ADDRESS UPDATE REQUEST**

| **Type of Address** | **Old Address** | **New Address** |
| --- | --- | --- |
| **Residential Address** | **[Previous Address]** | **[Updated Address]** |
| **Mailing Address** | **[Previous Address]** | **[Updated Address]** |
| **Emergency Contact Address** | **[Previous Address]** | **[Updated Address]** |

**Reason for Change:
☐ Relocation
☐ Updated Mailing Address
☐ Correction of Errors
☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Effective Date of Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **VERIFICATION DOCUMENTS (ATTACH ANY ONE)**

**☐ State-issued ID
☐ Utility Bill (Last 2 Months)
☐ Lease Agreement
☐ Official Bank Statement**

## **EMPLOYEE AUTHORIZATION**

**I, [Employee Name], authorize the company to update my records as per the provided details.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**