**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**