

# CHANGE OF ADDRESS

Please complete this form if you have address changes and turn the completed form into the Reed College Business Office, Eliot 307-308, or into the Business Office mailbox in Eliot Hall.

This information will be distributed to the appropriate offices for updating of records and to ensure that you receive college mailings in a timely manner.

**Reed ID** \_\_\_\_\_

**Name** \_\_\_\_\_

**New Address** \_\_\_\_\_

\_\_\_\_\_

*city*

*state*

*zip*

**E-mail** \_\_\_\_\_

**Telephone** \_\_\_\_\_

- This address changes applies to my
- Billing Address Only
  - Permanent Address
  - Local Mailing Address
  - Payroll Only

EFFECTIVE DATE OF THIS CHANGE \_\_\_\_/\_\_\_\_/\_\_\_\_

Temporary change only from \_\_\_\_\_ to \_\_\_\_\_

..... *for internal use only* .....

Banner by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Payroll by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Loan by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_