



Human Resources- Payroll
3359 Mississauga Road
Academic Annex, Lower Level, Room 112
Mississauga, Ontario, L5L 1C6

Address Change Form
(PLEASE PRINT)

First Name _____ Last Name _____
Personnel No _____ **Effective Date** _____
U of T Phone No _____ Department _____
U of T Email Address _____

Home Address and Telephone

| | | | |
|--------------------------|--|-------------------------|--|
| Mailing Address | | | |
| Apt/Unit/Suite No | | | |
| City | | | |
| Province | | | |
| Postal Code | | | |
| Phone Number (1) | | Phone Number (2) | |

Emergency Contact

| | | |
|------------|-----------|--------------|
| _____ | _____ | _____ |
| First Name | Last Name | Phone Number |

| | |
|-----------|-------|
| _____ | _____ |
| Signature | Date |

- **Please forward a completed form to Human Resources (Academic Annex Room 112)**
- Incomplete form/incorrect information will delay processing
- Updates can be processed online through ESS if preferred <http://aws.utoronto.ca/services/employee-self-service-ess/>
- Employees enrolled with Green Shield will also need to complete an enrolment/change form to notify any changes with benefits