



## FORMER TEAM MEMBER CHANGE OF ADDRESS FORM

THIS FORM WILL ONLY BE ACCEPTED FROM FORMER TEAM MEMBERS

Active Team Members **MUST** update their address and phone number online at MyHR in the Human Resources section of the FedEx Office intranet site. Any forms received from Active team members will not be processed.

Please clearly PRINT all information on this form.

*\* Fields with an asterisk (\*) are required:*

\* Last Name \_\_\_\_\_ \* First Name \_\_\_\_\_ MI \_\_\_\_\_

\* New Address: Street Name and Number \_\_\_\_\_ Apt. # \_\_\_\_\_

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

\* Social Security Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_ KID # \_\_\_\_\_

Please fax this completed form to:

**FedEx Office HRIS Department  
214-550-7685**

Your address will be updated as soon as administratively possible.

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

*Signature is **required** for processing.*