

**Important Notice**

Only former Administaff worksite and corporate employees should use this form to report an address change to Administaff. Current employees should log in to the Employee Service Center<sup>sm</sup> to make any address change. This form is to report an address change to Administaff only. Former employees who wish to report address changes to the Client Company at which the employee worked should also report changes directly to the client company.

To request a duplicate W-2, you must complete and submit the Request for Duplicate W-2 that can be accessed in the Former Employee section of the ESC login page.

**Completion Instructions**

- Complete all required fields in the Employee Information section.
- Mail or fax the completed and signed form to Administaff's Records Department.  
 Fax number: 877-605-1541 (toll-free)  
 Mailing address:  
     Attn: Records Department (2-2120)  
     Administaff  
     19001 Crescent Springs Drive  
     Kingwood, TX 77339-3802
- If you have any questions, contact Administaff at 877-804-8978 or by e-mail at [websupport@administaff.com](mailto:websupport@administaff.com).

**Employee Information** *(Complete all required fields and print clearly.)*

Employee Name			Social Security Number
Current Mailing Address			City
State	Zip Code	County	Country
Home e-Mail <i>(Optional)</i>			Home Telephone Number (    )
Effective Date of Address Change			
<b>SIGN AND DATE THE FORM</b>	Employee Signature		Date
The above-signed individual ("Employee") requests that his/her address be changed in Administaff's system as reflected on this form. Employee understands this will affect where any documents from Administaff are mailed from the date the address change is entered into Administaff's system forward including, but not limited to, IRS forms W-2.			
<b>FOR ADMINISTAFF USE ONLY</b>	Processed By		Date Received