



AUBURN UNIVERSITY

HUMAN RESOURCES

Request for Mailing Address Change of Former Employees

Complete this form in its entirety to request a mailing address change as a former employee of Auburn University. Upon completion, submit the form via **ONE** of the following ways: email it to humnres@auburn.edu, upload it to the secure document transmittal link at [Verification Documents](#), return it to Auburn University Human Resources Department, 1550 E. Glenn Ave., or fax it to 334-844-1611.

Date of Request: _____

Employee Name: _____ Banner Number: _____

Last date of Employment: _____

Mailing Address Change (if applicable):

New Mailing Address

Street: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers

Home/Cell: _____ Work: _____

Signature: _____ Date: _____

Note: A copy will be provided to Human Resources Payroll unit and a copy will be maintained in the employee's official personnel file.