## THE SCHOOL DISTRICT OF PHILADELPHIA PAYROLL DEPARTMENT 440 N. BROAD STREET - SUITE G-4 PHILADELPHIA, PA 19130

## **EMPLOYEE CHANGE OF RESIDENTIAL ADDRESS\***

\*If you prefer, you may update your address on the Portal. Simply log in and go to the box where you view your pay statements. You will see the section that says:

To update your name, birth date, gender or marital status, <u>click here</u>, otherwise <u>click here</u> to update your address or phone number.

	EMPLOYE	E ID	
(PRINT ALL ENTRIES)			
LAST NAME	FIRST NAME	MI	HOME PHONE
APARTMENT NAME		APARTMENT NO.	
HOUSE NO.	DIR		STREET NAME
CITY	STATE		ZIP
Signature:	Date:		
(Employees are required to m	aintain a current residen	tial address o	on file in the Payroll Department)
	OR EMAIL THIS FORM WI SCHOOL DISTRICT EMPL OTHER GOVERNMENT IS: PAYROLL DEPAI 440 N. BROAD STREE	OYEE PHOT SUED PHOTO RTMENT T - SUITE G-	O ID O ID TO:
	PHILADELPHIA, F EMAIL: PAYROLLHELPG FAX #: 215 - 400	PHILASD.O	RG