



GRAND VALLEY
STATE UNIVERSITY
PAYROLL DEPARTMENT

CHANGE OF ADDRESS

Employee Name (Print)

Employee G#

NEW Address: _____

City: _____ State: _____ Zip: _____

In-Person

Per phone call

This changes the permanent address on Banner only.

Employees please note that if you have an HSA account set up with United Bank you will need to contact them directly at 1-800-472-3272 to update your address.

Employee Signature

Date

For Payroll Use Only:

Date: _____ Initials _____

Payroll Department
Grand Valley State University
1035 James H. Zumberge Hall
Allendale, MI 49401