

Terminated Employee/Student Address Change

Corporate Payroll Services requires current addresses for terminated employees (students and non-students) and former noncompensatory recipients in order to distribute IRS tax documentation. Send completed and signed forms (no copies or emails) to Corporate Payroll Services, 705 Broad Street, Box 90484, Durham, NC 27708-0484. Direct all questions to Corporate Payroll Services via phone (919-684-2642) or via email (payroll@duke.edu).

Duke University/Health System		<input type="checkbox"/> Nonexempt (Biweekly-UB)
<i>Terminated Employee/Student Address Change</i>		<input type="checkbox"/> Exempt (Monthly-UM)
		<input type="checkbox"/> Noncompensatory (UA)
Duke Unique Identification Number: <i>(if available)</i>		
Date:		
Last Name: <i>(Family Name)</i>	First Name: <i>(Given Name)</i>	M.I.:
SSN/ITIN: <i>(last four digits only)</i>		
HOME ADDRESS CHANGES		
Address line 1:		
Address line 2:		
City:		
State:		
Zip:		
Tel: / /		
FOREIGN ADDRESS CHANGES		
House number/Street:		
City:		
Country:		
District:		
Region:		
Postal Code:		
Tel: / /		
<i>(Country Code) (City Code) (Telephone #)</i>		
Remarks or Explanations:		
Signature: <i>I hereby authorize Duke University to update my payment record in accordance with the information provided on this document. (Original signature required)</i>		Date:
		Tel: / /
		<i>(Required Information)</i>
Current Email Address:		