

CHANGE OF ADDRESS

Please complete this form if you have address changes and turn the completed form into the Reed College Business Office, Eliot 307-308, or into the Business Office mailbox in Eliot Hall.

This information will be distributed to the appropriate offices for updating of records and to ensure that you receive college mailings in a timely manner.

Reed ID _____

Name _____

New Address _____

city

state

zip

E-mail _____

Telephone _____

This address changes applies to my Permanent Address
 Local Mailing Address
 Payroll Only

EFFECTIVE DATE OF THIS CHANGE ____/____/____

Temporary change only from _____ to _____

..... *for internal use only*

Banner by _____ on ____/____/____

Payroll by _____ on ____/____/____

Loan by _____ on ____/____/____