

# REQUEST FOR OFFICIAL CORRESPONDENCE ADDRESS

Effective Date \_\_\_\_\_  
Name (please print) \_\_\_\_\_  
\_\_\_\_\_ New Employee  
\_\_\_\_\_ Existing Employee

Bureau IN05  
Subureau FA  
Block 035

SSN \_\_\_\_\_

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**OFFICIAL CORRESPONDENCE ADDRESS - Used to mail wage and tax statement (W-2), Leave and Earnings Statement, and other official correspondence:**

Street/Apt/P.O. Box \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## **BOND ADDRESS**

\_\_\_\_\_ Check here if you have a Bond that should go to the above address.  
(Note: If Bond is to be sent to a different address, complete Bond Form SF-1192.)

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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*All checks must be delivered electronically. Complete a Direct Deposit Sign-Up Form (SF-1199a or FMS 2231) for electronic deposit of your wages and salaries.  
Note: Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 U.S.C. Section 552a and for uses described in System of Records Notice Interior/OS-85)*