**ADDRESS SPECIAL REQUEST FORM**

**INSTRUCTIONS**

If you need to update an existing W-2 Mailing address you can do this via WISE (Web Information System for Employees) at [https://wise.unh.edu/](https://wise.unh.edu/).

To add or remove a Check Mailing or W-2 Mailing address or update an existing Check Mailing address you must use this form. The form can be completed either offline or online, but it must be printed and signed before submitting. You can mail, email or fax the completed form to your Campus Human Resources or Payroll Office.

**Address Types that can be updated using this form:**

**Check Mailing Address**

If you receive a pay check and it needs to be mailed to an address that is different from your Campus Mailing address or your Postal Mailing address, you can provide an alternative Check Mailing address. All checks will be sent to this address for the time period specified.

**W-2 Mailing Address**

All Form W-2 Wage and Tax Statements are mailed to the employee’s Postal Mailing address on file in January of the following calendar year unless the employee has consented to receive it electronically via WISE. For example, 2013 tax forms are mailed to the address on file in January 2014. If your W-2 needs to be mailed to an address different from your Postal Mailing address you must submit this form with the address to be used for your W-2 and the time period which that address should be used. Form W-2 must be mailed via U.S. Postal Services, therefore Campus Mailing addresses cannot be used.

Note that all current employees and former employees can access and print their Form W-2 information via WISE ([https://wise.unh.edu/](https://wise.unh.edu/)). Former employees retain their access to WISE until May of the year after their employment has ended.

For any other address changes please refer to Address Change Form – Campus, Postal Mailing, Residence and Foreign Address.

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**Complete, Print and Sign, then mail, email or fax completed form to your Campus Human Resources or Payroll Office**

**GSC**
Granite State College  
25 Hall Street  
Concord, NH 03301  
603-513-1371 (Ph)  
603-415-4158 (Fx)  
anne.dubois@granite.edu

**KSC**
Office of Human Resource Management  
229 Main Street  
Keene, NH 03431  
603-358-2877 (Ph)  
603-358-2483 (Fx)  
vhodge@keene.edu

**PSU**
Human Resources  
Plymouth State University  
17 High Street, MSC 814  
Plymouth, NH 03264  
603-535-2250 (Ph)  
603-535-2655 (Fx)  
pjuliani@plymouth.edu  
payroll@unh.edu

**UNH**
Payroll  
1 Leavitt Lane  
Durham, NH 03824  
603-862-1400 (Ph)  
603-862-0517 (Fx)  
payroll@unh.edu

**UNH Manchester**
Payroll  
1 Leavitt Lane  
Durham, NH 03824  
603-862-1400 (Ph)  
603-862-0517 (Fx)  
payroll@unh.edu

**UNH School of Law**
Payroll  
1 Leavitt Lane  
Durham, NH 03824  
603-862-1400 (Ph)  
603-862-0517 (Fx)  
payroll@unh.edu

**USNH**
Disbursement Services  
Attn: Payroll  
5 Chenell Dr, Suite 301  
Concord, NH 03301  
603-862-1474 (Ph)  
603-862-2123 (Fx)  
payroll@usnh.edu
ADDRESS SPECIAL REQUEST FORM

EMPLOYEE INFORMATION

Institution: ☐ GSC  ☐ KSC  ☐ PSU  ☐ UNH  ☐ UNHL  ☐ UNHM  ☐ USNH or Retiree

Employee Name: ___________________________  USNH ID: ___________________________

Effective Date: ___________________________  Contact Phone: ___________________________

End Date (required): ___________________________

Signature*: ___________________________  Date: ___________________________

*The signature must be completed by the employee or an authorized department representative.

CHECK MAILING ADDRESS

Address Line 1: ___________________________

Address Line 2: ___________________________

Address Line 3: ___________________________

City: ___________________________  State: _________  Zip Code: ___________________________

W-2 MAILING ADDRESS

Address Line 1: ___________________________

Address Line 2: ___________________________

Address Line 3: ___________________________

City: ___________________________  State: _________  Zip Code: ___________________________

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