

Change of Address Request

When an employee changes their home/permanent or mailing address, it is extremely important that they make the appropriate change of address so that Human Resources and other administrative units have the correct address on file.

Addresses are used for many different types of mailings - not just human resources/payroll information. Your address is used to mail insurance cards/information, reimbursements, informational mail and your year-end statement of wages (Form W-2). Terminated employees who have not received their final Form W-2 should make sure that their human resources office has their correct mailing address. If Human Resources does not have the correct address, the Form W-2 will be returned to the State. The postal service will not forward your Form W-2.

To report a change to their home/permanent or mailing address, current employees must complete the Change of Address Form and submit it to their human resources office. The change of information will be completed by Human Resources after receipt of the completed form.

Retired employees receiving benefits from the Employees Retirement System of Rhode Island (ERSRI) must complete a Change of Information Form www.ersri.org/public/forms/Change%20of%20Information.pdf and return it to ERSRI as directed.

