

EMPLOYEE PERMANENT CHANGE OF ADDRESS NOTICE

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 136 and E.O. 9397 (SSN) authorize this collection.

Principal Purposes: To revise addresses on payroll and personnel records.

ROUTINE USES: Information may be disclosed to financial institutions, the Department of the Treasury for savings bond purposes, and any of the Routine Uses published by DLA and posted at http://www.defenselink.mil/privacy/notices/dla/dla_preamble.html.

Disclosure: Disclosure is voluntary. However, failure to provide current mailing address may result in problems with delivery of payroll and savings bond documents or our inability to contact employee in emergency situations. DLA Privacy Act System Notice S434.15 applies to this collection. To view the notice online, go to <http://www.defenselink.mil/privacy/notices/dla/>

Use this form to change your address for payroll related purposes only.

- a. **Print all information. Abbreviate State; Example: Ohio - OH, Michigan - MI.**
- b. **Forward original to your Payroll Liaison Office.**
- c. **Forward copy to DLA-HROC for legal address change.**
- d. **To establish or change EFT allotments and net pay data use Standard Form 1199A and forward to your payroll Liaison office.**

EFFECTIVE DATE OF ACTION: _____
YY/MM/DD

LAST NAME, FIRST NAME, MIDDLE INITIAL: _____

SOCIAL SECURITY NUMBER: _____

ORGANIZATION/TELEPHONE NUMBER: _____

Legal Address:

Bond #1 Address :

Bond #2 Address:

Bond #3 Address:

