

# Employee Address Information for Personnel/Payroll System

The purpose of this form is to obtain an employee's home address and/or salary check mailing address, when the Employee Express System is not available for use. **Employees on rolls should use Employee Express to change their address information.**

**Employee Express**  
on-line From Work or Home  
**www.employeeexpress.gov**

**Employee Express by Phone**  
**From Work** 478-757-3085  
(TTY/TDD 478-757-3117) | **From Home** 800-827-6290  
(TTY/TDD 888-880-0412)

## For all Requests Complete Items 1-6 and 18-19.

1. Work Phone (Include area code) ( ) -	2. Home Phone (Include area code) ( ) -	3. Tour of Duty <input type="checkbox"/> am <input type="checkbox"/> am <input type="checkbox"/> pm <b>to</b> <input type="checkbox"/> pm
4. Name (Last, First, Middle Initial) , ,		5. Social Security Number - -
6. Employee Status (check one) <input type="checkbox"/> On Rolls <input type="checkbox"/> Separated <input type="checkbox"/> Furloughed Date Separated (mm/dd/yyyy) / /		

### New Address

Establish or Change Your Residence Address by Completing Items 7-12 & 18-19.

7. Urbanization (Puerto Rico only)	8. Street Address or P.O. Box		
9. City	10. County	11. State	12. Zip Code + 4 -

### Direct Deposit

New employees must complete an SF-1199A, Direct Deposit Sign-Up Form, to have your salary check direct deposited to your bank. If you do not elect to have your salary Direct Deposited, please provide a salary check mailing address in the section below.

I am electing Direct Deposit  
(Skip to Item 18)  I am NOT signing up for Direct Deposit.  
(Complete Items 13-19 below.)

### Salary Check Mailing Address

If you did not elect for Direct Deposit of your salary check, you must provide a mailing address below to receive your check through the U.S. mail.

13. Urbanization (Puerto Rico only)	14. Street Address or P. O. Box	
15. City	16. State	17. Zip Code + 4 -

### Agency Use Only

City Code	County	State Code
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### Questions regarding this form should be directed to:

the Employee Resource Center (ERC) at 1-866-743-5748, Option 1 (TTY/TDD 1-866-924-3578).

**Return this completed form to:** IRS Payroll Center; Drop Point B-5721, P.O. Box 245, Bensalem, PA 19020

18. Employee Signature <b>X</b>	19. Date (mm/dd/yyyy) / /
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## Privacy Act Notice

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### General

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Form 12711.

#### **Authority**

5 USC 301

#### **Purpose and Uses**

This form is used to obtain an employee's home address.

#### **Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b) (Privacy Act of 1974)**

Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by the United States Department of Agriculture is authorized under provisions of Executive Order 9397, Date November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the U. S. Department of Agriculture. The SSN also will be used by the U. S. Department of Agriculture and other Federal agencies in connection with lawful requests for information about you from your former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration process carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and those identities can only be distinguished by the SSN.