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## **ADDRESS INFORMATION**

Please complete and return this form to Student Employment Services, DeMille Hall, Ste. 103; Monday-Friday 8:00am to 5:00pm or scan to [studemp@chapman.edu](mailto:studemp@chapman.edu).

**Name** \_\_\_\_\_

**Student ID** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

### **LOCAL ADDRESS**

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

### **PERMANENT ADDRESS**

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

I authorize HR/Student Employment Services to change my address: \_\_\_\_\_  
Signature

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### ***\*\*\*Information About: Employee's Withholding Allowance Certificate, Form W4***

To change your address or tax withholding on the Form W4, please visit Student Employment Services to complete a hard copy or go online to the MyWindow Financial Services Payroll Forms webpage

<https://mywindow.chapman.edu/depts/controller/financialservices/financialservicesforms/Pages/Payroll.aspx>

Completed forms can be submitted to Student Employment Services, DeMille Hall, Ste. 103.