



UNIVERSITY of NORTH CAROLINA  
**ASHEVILLE**

**PAYROLL – MAILING ADDRESS UPDATE**

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

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

**City, State, Zip:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attention Student workers:**

- The payroll system does not interface with Banner, so if your address changes, you must let Payroll know.
- W-2's will be mailed to the address that is in the payroll system.

Please return this form either to the “student box” located on the wall outside Phillips Hall Room #104 (Payroll Dept) OR to the Human Resources Office in Phillips Hall.