

## How Payroll Uses Student Address Information

Student employees should review their address in [Student Center / Just The Facts](#); checks will be mailed to the designated address (see PRIORITY MAILING ORDER below):

The paycheck mailing address is selected as follows:

**University Assigned**, if present and active will be used; if not present or active the process looks for the next address type, STUDENT LOCAL.

**Student local**, if present and active will be used; if not present or active, the process looks for the next address type, HOME.

**Home** will be used if the two mentioned above are inactive. (HOME is also used as the address to mail your W-2.)

If the active local address-type is a *UNIVERSITY ASSIGNED* address-type, it can only be edited by the Registrar's Office. Change of address requests can be submitted online at: [https://moversguide.usps.com/icoa/flow.do? flowExecutionKey= cE1310480-BD21-F0DF-3304-A1C0890356ED\\_kFEB5C927-D850-EC5E-C673-9B65F7C2D89F](https://moversguide.usps.com/icoa/flow.do? flowExecutionKey= cE1310480-BD21-F0DF-3304-A1C0890356ED_kFEB5C927-D850-EC5E-C673-9B65F7C2D89F). This is an online service offered by the U.S. Postal Service that allows users to submit a request with a date in the future. Users can provide start AND stop dates if the plan is to return to the same address. The service requires users to make an online payment of \$1 (debit or credit card) as a form of identity verification.