



# Solano Community College District

## Notification of Address Change

**Employee Instructions:** Complete Section 1 and submit to Human Resources. This form will be used to update your information with the District, your health and welfare benefits and CalPERS (if applicable).

**\*\*ATTENTION CALSTRS MEMBERS\*\***

You must complete an address change with CalSTRS through their website. You can update your address through your myCalSTRS account. If you do not have a myCalSTRS account, you may fill out the CalSTRS Address Change Form and mail/fax it into CalSTRS. Please go to the CalSTRS website or contact Human Resources if you need this form.

**Section 1: Employee Information**

Employee Name \_\_\_\_\_ Effective Date of Change \_\_\_\_\_

Employee ID # \_\_\_\_\_

New Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Section 2: To be completed by Human Resources**

Date Received \_\_\_\_\_

Employee Type  Faculty  Adjunct  ALG  CSEA  Local 39  Temporary  Student Hire

\_\_\_\_\_  
Signature of Human Resources Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**HR Actions:**

Action	Date	HR Initial
Banner Updated (PPAIDEN)		
Notification in Employee Personnel File		
Form sent to Fiscal for notification to CalPERS and Health/Welfare Benefits		