

DEPARTMENT CHANGE OF ADDRESS INSTRUCTIONS

As soon as you have confirmed your moving date please fill out a “Department Change of Address” form which can be found at:

<http://www.k-state.edu/facilities/cms/pdf/changeadd.pdf>.

Submit the form to Anne Murphy, Central Mail Services, 109 Dykstra Hall or scan and email to Anne11@ksu.edu and Frieda Beat, Human Capital Services, 103 Edwards Hall.

This change of address is for the department, not individuals that work in the department. In order to receive your mail in an efficient manner, **it is your responsibility to inform others of your new address**, failure to do so can cause a delay in the delivery of your mail.

If you have any questions, please contact Central Mail Services at 532-7751 or 532-1802, we will be happy to assist you in your move.

Department Change of Address

This form is to show an official change of address for a department on the Kansas State University Campus. By filling out this form you insure that your department's mail is delivered to the correct location in an efficient manner.

NOTE: This form is for Departments that are moving to a new location, not for the move of an individual person. Central Mail Services does not sort mail by a person's name. The mail is sorted to the KSU Department that is listed on the mail piece.

Date of Move: _____

Does Mail need to be held? Yes or No

If yes, date to begin holding: _____

Held mail will be held until the date listed below.

Date to Receive Mail at New Location: _____

Department Name: _____

Department's Old Address: _____

Building Location: _____

Contact Phone Number: _____

Department's New Address: _____

Building Location: _____

Contact Phone Number: _____

By filling out and signing I certify that this is an official move of a KSU Department.

Authorized Signature: _____

Printed Name: _____

**Please send Signed original to:
Central Mail Services
109 Dykstra Hall**

**And a copy to:
Attn: Frieda Beat
Human Resources
103 Edwards Hall**