

Name \_\_\_\_\_

Department \_\_\_\_\_

Employee (Banner) # \_\_\_\_\_

PLEASE CHANGE MY ADDRESS/TELEPHONE

EFFECTIVE: \_\_\_\_\_



*Old Address*



Apt #                  Street & #, P.O.Box or R.R.#

City

Province

Old Postal Code: \_\_\_\_\_ Old Phone No: \_\_\_\_\_



*NEW Address*



Apt #                  Street & #, P.O.Box or R.R.#

City

Province

New Postal Code: \_\_\_\_\_ New Phone No: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE FORWARD TO THE  
HUMAN RESOURCES DEPARTMENT