



**Western Kentucky University  
Employee Change of Address Form**

**For Your Information**

**The correct completion of this form is necessary to insure that taxes are not withheld wrongfully from your wages. Please read this form carefully and check the appropriate box below. If you are unsure of your school district, please call the Warren County School Board at 842-7168. Please remember this address is used to address your payroll check and W-2's at year end.**

*Complete this form each time you change residences.*

Full Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Complete Street Address \_\_\_\_\_

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

Telephone \_\_\_\_\_

If you prefer to receive your mail at a P. O. Box, please list below:

\_\_\_\_\_  
\_\_\_\_\_

**Please check the appropriate Box Below**

I certify that I **do live** in the Warren County School District.

I certify that I **do not live** in the Warren County School District

Date \_\_\_\_\_

Signature \_\_\_\_\_

This form is filed with your tax records at Western Kentucky University. It becomes our authorization to withhold or not withhold Warren County Occupational taxes from your wages.

***The Employee is responsible for notifying their individual Retirement System of a change of address.***