

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

October 9, 1993

HUMAN RESOURCES MEMORANDUM 22-93

TO: Agency Personnel Managers
Agency Payroll Clerks

SUBJECT: Address Changes

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The purpose of this memorandum is to inform all agencies that Form W-2's will be mailed to home addresses this January.

In preparation for this mailing, employees will receive messages on their pay stubs at the end of November, advising them to make sure that their home address is correct.

It is anticipated that this will generate a larger than normal number of address change requests in December.

The standard address change process in most agencies is to ask employees to complete address change forms for all benefit providers, as well as to complete a new Form W-4 for the payroll change. We are asking agencies to modify this standard procedure as follows:

1. Have the employee complete a Form W-4 and enter the address on MEASIS. Do not ask the employee to complete the MEASIS General Employee Information Form. All address changes must be made prior to payment of the last paycheck in December, so that the correct address will be loaded with W-2 information.
2. Do not have the employee automatically fill out address changes for all benefits (health, dental, retirement), but rather ask the employee which of these addresses need to be changed. Remember that these addresses are maintained separately and an incorrect address on a paycheck does not necessarily mean that an incorrect address is on file with these benefits providers. For example, Health Insurance received many address corrections in conjunction with the registration of employees for the new Maine Select health program. If the employee is confident that a correct address is on file, do not send an address correction to the provider.

3. Complete address changes for savings bonds as necessary.

4. Advise employees to contact the credit union, employee unions, etc. as necessary.

Your cooperation will ensure that employees receive W-2's on time.

Thank you.

A handwritten signature in black ink, appearing to read "Nancy J. Kenniston", written over a horizontal line.

Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES