

CNS PANTEX
EMPLOYEE ADDRESS CHANGE
This request is available through

SELF SERVICE IN PEOPLESOFT
(IF YOU HAVE ACCESS TO A COMPUTER ON-SITE PLEASE USE THIS
METHOD INSTEAD OF USING THIS FORM)

RETURN TO BENEFITS VIA ONE OF THE FOLLOWING:

Mail: Benefits, Bldg. 12-138 Downstairs

Fax: x7806

E-mail: mbthomps@pantex.com

DATE: _____

Employee: _____

Badge #: _____

SS#: _____

E-mail Address: _____

Mailing Address: _____

Physical Address: _____

City, State, & Zip _____

County: _____

Telephone: _____

Is your telephone number unlisted: Yes No

**IMPORTANT: THIS FORM MUST BE RETURNED TO THE BENEFITS DEPARTMENT FOR
CHANGE(S) TO TAKE EFFECT**

OFFICE _____ USE _____ ONLY _____
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PS _____