

# ADDRESS CHANGE PROCEDURES

If you have an address change, the following three (3) areas will need to be updated:

## **1. PAYROLL:**

Please complete a [WH4 form](#) to update your address. Please write or type "Address Change Only" at the top of the form to ensure that your taxes will not also be changed.

Securely email the completed WH4 to FSSA Payroll for processing at: [FSSAPayroll.FSSA@fssa.in.gov](mailto:FSSAPayroll.FSSA@fssa.in.gov)

You can make the email secure by entering the word \$ecure at the beginning of the email subject field. (Replacing the "S" in Secure with a dollar sign.)

### Notes:

- a. You have the option to enter the last four digits of your social security number only on this form if it is for an address change only and not a tax change.*
- b. By updating your address with Payroll, this updates your address for your pay checks, W2, and for your travel payments.*
- c. Updating your address yourself inside PeopleSoft is not how you get it updated on your paystubs. Sending a WH4 to FSSA Payroll for procesing is how you get it updated on your paystub in PeopleSoft.*

## **2. PEOPLESOFT:**

You can update your address in PeopleSoft by following this path:

- Self-Service
- Personal Information
- Home and Mailing Address

Then click on the tiny **red** pencil below the word "EDIT", update the information, and then click the "SAVE" pushbutton to save the changes.

### Note:

- a. By updating your address in PeopleSoft, this also notifies your insurance providers of your address change.*

## **3. PERF (INPRS):**

If applicable, employees should also update their address with INPRS by logging in to their INPRS profile online at: [INPRS Login](#) and updating it there or it can be updated by completing the paper PERF Change of Address form and forwarding it to INPRS.

*Return the PERF form directly to the address on the PERF form.*