

THE GEORGE WASHINGTON UNIVERSITY  
Payroll Services  
44983 Knoll Square  
Suite 251  
Ashburn, VA 20147

**INACTIVE EMPLOYEE CHANGE OF ADDRESS FORM**

***Please print***

Please update my address for the mailing of my form W2

Name \_\_\_\_\_

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

Current Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Mail this form to the address above or fax to 703-726-4406.)

**Only inactive employees should use this form. Active employees should complete a new form W4.**