

MOLLOY COLLEGE  
Office of Human Resources

**ADDRESS CHANGE FORM**

(PLEASE PRINT)

EMPLOYEE NAME: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NEW PHONE #: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*This form will also update your academic records if applicable.*

**RETURN THIS FORM TO HUMAN RESOURCES**

**FOR HUMAN RESOURCES USE ONLY**

- Registrar fax 516-323-4315
- BC/BS: Policy # 126465 or 126465X
- Emblem Health
- Guardian Dental: ATT: GGF: 1 610 807 2994
- Health Plex Dental: Group # G224706, Fax. # 516-794-3186
- TIAA/CREF: Fax # 1-800-914-8922
- Aflac, Cancer Policy, Att: Policy Holders Svc., Fax # 1-800-448-8922
- URM: Fax # 1-706-660-7751
- IT Department, Molloy College
- Payroll
- Advancement –Madeline McDonagh