

## CHANGE OF ADDRESS, ETC.

Please keep the Human Resources Department informed regarding any changes of name, address, phone numbers, family status including marital, child(ren) and/or dependent status that might affect your benefits or withholding exemptions. These changes can also be made by employees on the ADP self-service portal at [www.workforcenow.adp.com](http://www.workforcenow.adp.com).