

**UW-EXTENSION ADMINISTRATIVE POLICY
CHANGE OF ADDRESS**

DIRECTORY INFORMATION

Whenever a staff member changes one of the following, please complete the person file information form and send to the UWEX Payroll and Staff Benefits Office, Room 105 Extension Building, 432 North Lake Street, Madison, WI 53706.

Office Address and Phone

Electronic Mail Address

Health Care Information

Home Address, Phone and Release Information

A copy of the person file information form is attached. You are welcome to duplicate this form, complete the information and send to the Payroll and Staff Benefits Office.