



CHANGE OF ADDRESS *AND/OR* HOME TELEPHONE NUMBER

If your paycheck stub shows an incorrect address, ***please notify the University and your providers immediately.*** If you are unsure of current deductions, they are also listed on your check stub. Complete the bottom of this form and submit it to the Benefits Department, Human Resources. Your updated information will be entered into our computer system. ***(NOTE: This updates UNC Charlotte's records only. Please go to the following websites to update your address with the State Health Plan and with the NCFlex Benefits***

Health: <http://www.shpnc.org/update-your-information.html>

NCFlex (dental, vision, AD&D, Life, Cancer, Critical Illness, Flexible Spending Accounts):

<https://www.ncflexonline.org>

Please choose how you prefer to have your home address and phone number listed in the hard copy telephone directory.			
<input type="checkbox"/> Do not publish home address	<input type="checkbox"/> Do not publish home telephone number		
Last Name:	First Name:	Middle:	UNC Charlotte ID Number:
Street Address:		County:	
City, State Zip Code:		Area Code / Telephone Number:	
Department:		Campus Phone:	
Email Address:		Building / Room Number:	
Signature:		Effective Date:	