

NORTHEASTERN STATE UNIVERSITY

**Human Resources
601 N Grand Ave.
Tahlequah, OK 74464-2399**

CHANGE OF ADDRESS

Print form, complete, sign and return to the Office of Human Resources. *Submission of this form will change your address information for BlueCross BlueShield (health benefits) purposes only.* Employees who are members of OTRS or have other policies must contact these vendors directly to complete change of address information.

Employee Name _____
Employee ID: N_____
Employee Daytime Phone # _____
Insurance Coordinator <i>Phyllis Chappelle</i>
Name of Agency or School <i>Northeastern State University</i>
New Address _____ _____
Old Address _____ _____
Employee's Signature _____
Date _____