



employeedemoaddress

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Complete the following for the **Mailing** address fields:

- In the **Number** field, type the street number for the mailing address of the employee. The field can be a maximum of eight characters.
- In the **Street/P.O. Box** field, type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 20 characters.
- In the **Apt** field, type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
- In the **City** field, type the city name for the mailing address of the employee. The field can be a maximum of 25 characters.
- In the **State** field, click to select a state for the mailing address of the employee.
- In the first **Zip** field, type the five-digit zip code for the mailing address of the employee.
- In the second **Zip** field, type the additional four digits of the zip code.
- In the **Country** field, type the new or changed country of delivery.

If applicable, complete the following for the **Alternate** address fields: Type data similar to that in the **Mailing** address fields. This information can be used by the system to mail checks to employees at an address other than the mailing address. This address is used by the system when the **Print Alternate Address** field is selected on the Pay Dates table.

● For Supplemental, type any of the following criteria for the TRAQS MD31 report:

☐ In the Address field, type the new or changed supplemental street address or post office box number. ☐ In the Country field, type the new or changed country of delivery. ☐ In the Delivery Name field, type the name of the individual to whom mail is delivered if different than the member.