



**employeedemoaddress**



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Under **Addresses**, complete the **Mailing** address fields for the employee.

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

If applicable, complete the following **Alternate** address fields. This information can be used to mail checks to employees at an address other than the mailing address. This address is used when the **Print Alternate Address** field is selected on the Pay Dates table.

Under **Supplemental**, complete the following fields as needed:

|                      |                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------|
| <b>Address</b>       | Type the new or changed supplemental street address or post office box number.            |
| <b>Country</b>       | Type the new or changed country of delivery.                                              |
| <b>Delivery Name</b> | Type the name of the individual to whom mail is delivered if different than the employee. |



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