



RESIDENCE STATEMENT FORM

r. 11.14.14



This form is to be completed by general City of Milwaukee employees:

- At the time of initial hire or reinstatement to City employment.
- Within 72 hours of moving to a new residence.

Instructions:

- The employee must complete all sections of this form.
- P.O. Boxes are not accepted. Employees must provide the actual physical address.
- Forward the completed form to your Departmental Payroll Clerk.
- Follow your Departmental procedure regarding address change reporting in the payroll system, *i.e.*, Employee Self-Service within 72 hours of the move.

City of Milwaukee employees must report any change of address to their department manager and Payroll Clerk within seventy-two (72) hours of establishing the new residence.

Employees who fail to comply with the reporting requirement may be subject to disciplinary action.

Please Type or Print Legibly		Employee ID No.:	
Employee Name:			
Department/Division:			
City Start/Rehire Date <i>(most recent employment date)</i> :			
Job Title of Current Position:			
I currently reside at:			
		()	
Address Number and Street	City and State	Zip Code	Primary Telephone No.
1. I established residency at this address on the following date :			
2. Is the residence inside the corporate limits of the City of Milwaukee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Do you use living quarters that are regularly available to you at any location outside the corporate limits of the City of Milwaukee? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, explain:</i>			
CERTIFICATION			
<i>My signature below certifies that the information provided on this form is true and correct. I understand that I am required to notify the City of any change of address within seventy-two (72) hours of my move.</i>			
Employee Signature:		Date:	
DEPARTMENT REVIEW			
Received by Payroll Clerk:		Date:	
Verified by Manager if employee moves into City:		Date:	

Departmental Processing:

1. Manager verifies address if employee ***moved into the City***
2. Payroll confirms address change in HRMS
3. Payroll sends copy of the form to *DER – Certification* if employee ***moved outside of the City.***

DER Processing:

1. Pay will: Increase Decrease (Effective PP: _____)
2. HRMS Entry Completed By: _____