# RESIDENCE STATEMENT FORM

**Rev. 8/5/25**

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

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

**Instructions:**

- The employee must complete all sections of this form.
- Forward the completed form to your Departmental Payroll Clerk.
- P.O. Boxes are not accepted. Employees must provide the actual physical address.
- Residency incentive/allowance is based on primary address.

*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 Name: | Employee ID No.:

Department/Division:

I established residency at this address on the following **date:**

Job Title of Current Position:

I currently reside at:

( )

*Address Number and Street* | *City **and** State* | *Zip Code* | *Primary Telephone No.*

1. This is my current, primary residence ☐ *Yes* ☐ *No*
   a. If no, please explain:
2. Is the primary residence inside the City of Milwaukee? ☐ *Yes* ☐ *No*

## CERTIFICATION

*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.*

Employee Signature: | Date:

## DEPARTMENT REVIEW

Verified by Payroll Clerk: | Date:

***Departmental Processing*:**

1. Payroll verifies accuracy of address on Residence Statement Form using utilizing methods outlined in "Residency SOP" issued by DER.
2. Payroll enters address change in HCM
3. Payroll sends copy of the form to *DER – Pay Services (derpayservices@milwaukee.gov)*
   - Only if current employee ***moved outside of the City or moves back in to the City.***
4. Payroll enters residency allowance or removes residency allowance the PP following the move in/out.
   - If new hire or rehire, residency allowance will be added at time of hire/rehire, if eligible.