



Personal Accounting Services, Inc.
20500 Eureka Road Suite 112 | Taylor, MI 48180
Phone (734) 729-3100 | Fax (734) 206-1433 / HR@1-pas.com

Address Change Request/Notification Form

Employee Name _____

Previous Address _____

New Address _____

Reason _____

Today's Date _____ Change Effective Date _____

Employee Signature _____

*Return to the HR Department (HR Fax: 734.206.1433, HR Email: HR@1-pas.com)

*Please note: Employees/Employers are responsible for informing Personal Accounting Services, Inc. of any changes in personal information including address, phone number, and email address, etc.