

myPay Solutions Year-end Address Change Form Instructions:

1. This form must be completed to update the delivery address on file for your **year-end forms (W-2s/1099s/1095-Cs)**.
Please note that we are unable to ship year-end forms to a P.O. Box.
2. To ensure the security and protection of your data, a completed copy of this address change request must be returned to us securely to facilitate the update.
3. Once you have completed the form, please save a copy to your computer and upload it securely via the **File Exchange** option on your myPay Solutions portal. If you do not have a File Exchange folder setup, please contact your Payroll Specialist. For more information about using File Exchange, visit:
https://cs.thomsonreuters.com/ua/acct_pr/mypay_client/cs_us_en/solutions/using-file-exchange.htm

Company Name(s):

myPay Client ID(s):

Person Requesting Address Change:

Please type your **new** mailing address where we will ship year-end forms (W-2s/1099s/1095-Cs) in the box below. **P.O. Boxes are not allowed:**

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- The change will process within 48 business hours.
 - Your Payroll Specialist will contact you if there are any questions.