



**MEMORANDUM**

**TO:** Division/Executive Directors and Department/Program Managers  
**EXECUTIVE AND LEGISLATIVE BRANCHES**

**FROM:** *Charlotte Bighumb*  
Charlotte Bighumb, Human Resources Director  
Department of Personnel Management

**DATE:** June 28, 2024

**SUBJECT:** CHANGE IN ADDRESS FORM

Please be informed that effective immediately, the Department of Personnel Management (DPM) will implement the attached Change in Address Form. The personnel action form for Change in Address will no longer be utilized. This will assist all Navajo Nation employees, current and former, in a more convenient way to update their address information.

Current employees are still required to submit the appropriate tax forms with the updated address. It is the employee's responsibility to ensure that the changes are reflected on their pay stub after the submittal of the form. This also applies to ensuring that the appropriate taxes are being deducted accordingly.

To prevent any future issues or delays, your adherence in utilizing the revised form is vital. If you have any questions, please contact DPM at (928) 871-6330.

**XC:** Patrick Sandoval, Chief of Staff  
File



# Department of Personnel Management



Navajo Nation Administration Bldg.1 2559 Window Rock Blvd. 100  
P.O. Box 7080 Window Rock, AZ 86515  
Phone: (928)871-6330 Fax: (928)871-6976

## ADDRESS CHANGE FORM

To change your current mailing or physical address, please fill out the required fields.

All applicable tax forms must be submitted with the Change in Address request:

- ✓ Federal W4 Form – current year
- ✓ State Tax Withholding Form(s):
  - ✓ AZ Form A-4
  - ✓ AZ WEC Form
  - ✓ NM W-4 Form
  - ✓ Other application state tax withholding form(s)

The effective date will be the date of the employee’s signature.

Active

Inactive

Employee Name:

Employee SSN / AB#:

Division Name:

Dept No.:      Department Name:

Current Address:

New Address:

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Employee Signature

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Date