



---

*Change of Address Form*

---

Your Name:	
Contact Number:	
Date of Birth:	
Current Postcode	

I, the above named person would like to inform Howard James Recruitment Consultancy Ltd of a change of address. I understand after receipt The Agency will forward any future letters to the address below and I authorise The Agency to make this change immediately.

New Address	
Postcode	

Signed:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

**Please return this form via to the payroll team via email or fax:**

*Email:*

E: payroll@howardjames.co.uk

*Fax:*

F: 01606 339 780

---

*Office Use*

---

Address change request received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Actioned: Y / N \_\_\_\_/\_\_\_\_/\_\_\_\_