

Change of Address Request

To change your address currently on record with Battelle please send this completed form to:

Battelle Memorial Institute
505 King Avenue, Room 11-6-079
Columbus, OH 43201-2693

*All fields below are required and must be complete in order for your change to be processed.

Name:

Status: **Retiree** **Former Staff** **Beneficiary**

Effective Date of Change:

Address Currently on File:

Street:

Street:

City/State/Zip:

Telephone #:

New Address

Street:

Street:

City/State/Zip:

Telephone #:

Signature

Date