**Address Change through Self Service**

* Go to [www.rowan.edu](http://www.rowan.edu/)
* On the ***QuickLinks*** drop down menu select Self Service/Banner.
* Select ***Access Banner Services Secure Area- login Required.***
* Enter your ***User ID:*** and ***PIN:*** then select ***Login.***
* Select ***Personal Information*** tab.
* Select ***Update Addresses and Phones.***
* In the ***Type of Address to Insert:*** field select the address you would like to change (Home Address is Payroll and Human Resources Documents).
* Select the ***Submit*** button.
* Complete each related field, then select the ***Submit*** button to complete the changes.

(Each day Payroll Services receives notification of these changes.)

* **If moving to Pennsylvania, please complete the** [**Nonresidence\_NJ**](file:///\\rowanads.rowan.edu\home\scardino\Desktop\Forms\Nonresidence_nj165.pdf) **Form.**
* **If moving from Pennsylvania, please complete the** [**NJ-W4 Form**](file:///\\rowanads.rowan.edu\home\scardino\Desktop\Forms\NJ.pdf)**.**