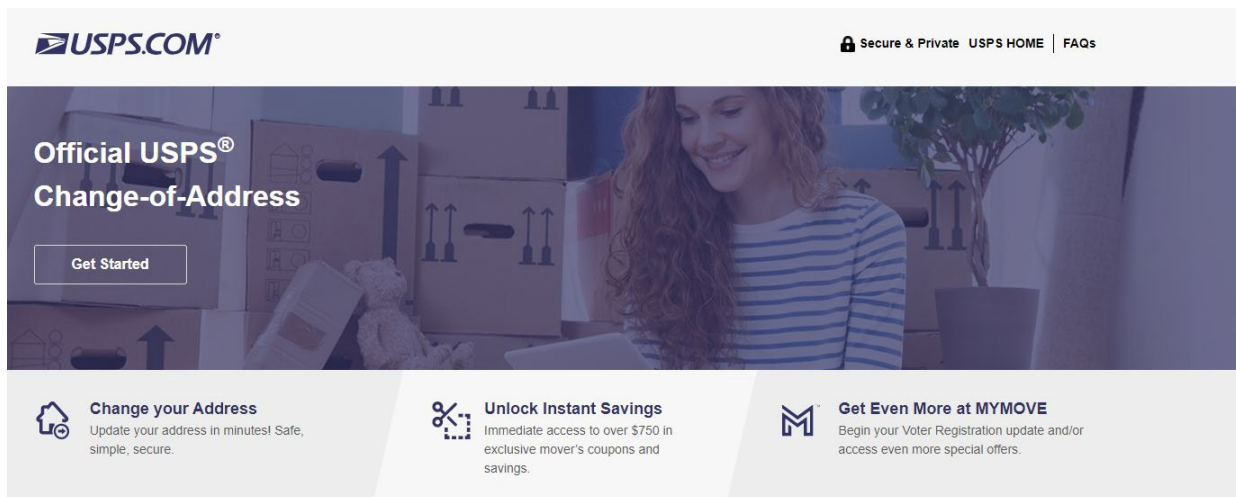


## Change of Office Address Guide for County Staff


1. Notify your Area Director, EBO Fiscal Compliance Officer & Regional Support Staff of the address change
  - a. **Regional Support** Responsibilities –
    - i. Contact Ivelin Denev, UK KERS programmer, to update office addresses in the KERS system & Steve Garner with UK IT to inform IT services. Email addresses - [ivelin.denev@uky.edu](mailto:ivelin.denev@uky.edu) & [steven.garner@uky.edu](mailto:steven.garner@uky.edu)
    - ii. Contact Chris Foxworth with Ag Distribution to inform him of office address changes for mailings. Email address - [chris.foxworth@uky.edu](mailto:chris.foxworth@uky.edu)
    - iii. Send a list of all employees in the office that is changing addresses to Melissa Howard so that their work address can be updated in SAP. Email - [Melissa.howard@uky.edu](mailto:Melissa.howard@uky.edu)
    - iv. Collect updated Local City Tax forms for all employees in the office that is changing addresses and email to Melissa Howard
    - v. Update staff directory with new office address for all employees
  - b. **Fiscal Compliance Officer** will update office address in QuickBooks Online
2. Update office address with the county's financial institution
3. Update billing address with utilities company and any other companies you receive recurring bills from
4. Update address with any clientele you regularly receive payments from
5. Send out new address information and directions to listservs, mailing lists, etc.
6. Change the office address with the US postal service. This will allow the postal service to forward any bills to the new address.
  - a. Link to change address online - <https://moversguide.usps.com/mgo/disclaimer>





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7. Fill out a change of address form with the state (State Authorization for Electronic Deposit of Vendor Payment). For offices that receive direct deposits of tax revenue from the state, this will provide the state with updated contact information for deposit notification.
  - a. **Link to form** - <https://cafebusinesscenter.ca.uky.edu/files/sas-63.pdf>
  - b. Fill out section “1. Vendor information” with new office address and fiscal contact information. Contact person should sign. There is no need to fill out “Financial Institution Information” unless needing to change the bank account the deposits will go to.

1. Enter the following vendor information:

Vendor Information			
Taxpayer ID Number(EIN/SSN):	<input style="width: 100%;" type="text"/>		
Vendor Number:	<input style="width: 100%;" type="text"/>		
Legal Name:	<input style="width: 100%;" type="text"/>		
Street:	<input style="width: 100%;" type="text"/>		
City:	State:	Zip Code:	
Payment Contact:	<input style="width: 100%;" type="text"/>		
Phone:	Email:	<input style="width: 100%;" type="text"/>	

Signature: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>
Name Printed: <input style="width: 95%;" type="text"/>	Job Title: <input style="width: 95%;" type="text"/>

8. All UK employees will need to complete a new **Local City Tax form** with updated work address
  - a. Any questions regarding forms should go to Regional Support Staff first. Send completed forms to Regional Support Staff.
  - b. **Regional Support** will send completed forms to Melissa Howard in UK CAFE HR. Email – [Melissa.howard@uky.edu](mailto:Melissa.howard@uky.edu)
  - c. It is **highly recommended** that employees review LCT instructions before completing the form. **Link to instructions** – <https://web.microsoftstream.com/video/ddef90e2-9984-4caf-a4e0-b760fc44760c?referrer=https:%2F%2Fcafebusinesscenter.ca.uky.edu%2F>
  - d. **Link to form** – [https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Local%20City%20Tax%20form%20-%20Work%20Location\\_0.pdf](https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Local%20City%20Tax%20form%20-%20Work%20Location_0.pdf)

9. For offices who are already registered in PaymentWorks, update the county office address in the UK PaymentWorks System – those who are not registered in PaymentWorks, please contact Cristin Sullivan ([Cristin.sullivan@uky.edu](mailto:Cristin.sullivan@uky.edu)) for a registration invitation.

## PaymentWorks

TRAINING

### How to Update the Remittance and/or Corporate Addresses

Your customer may ask you to submit updates to your remittance address and/or corporate address if this information changes. To update the "Remittance Address," follow the steps in Part A. If you need to update the "Corporate Address," follow the steps in Part B.

Note. Please be aware that some changes to the Remittance or Corporate Address are subject to approval and, thus, may require additional time to process.

#### Part A – Remittance Address Update

1. Log into PaymentWorks at <https://www.paymentworks.com/accounts/login/>
2. Click **Company Profile** in the top right corner
3. Click **Remittance Addresses** on the left menu bar
- 4a. If updating the current address listed, click **Edit (pencil icon)** and update the address as needed.
- 4b. If you need to provide an additional remittance address to your customer, click "Create New Address". For most customers, you will see a "Share With Customers" screen where you can select the customer(s) who should be provided with the new address. If you do not see the intended customer, please contact PaymentWorks Support for further assistance.
5. Click **Save** to finalize the changes

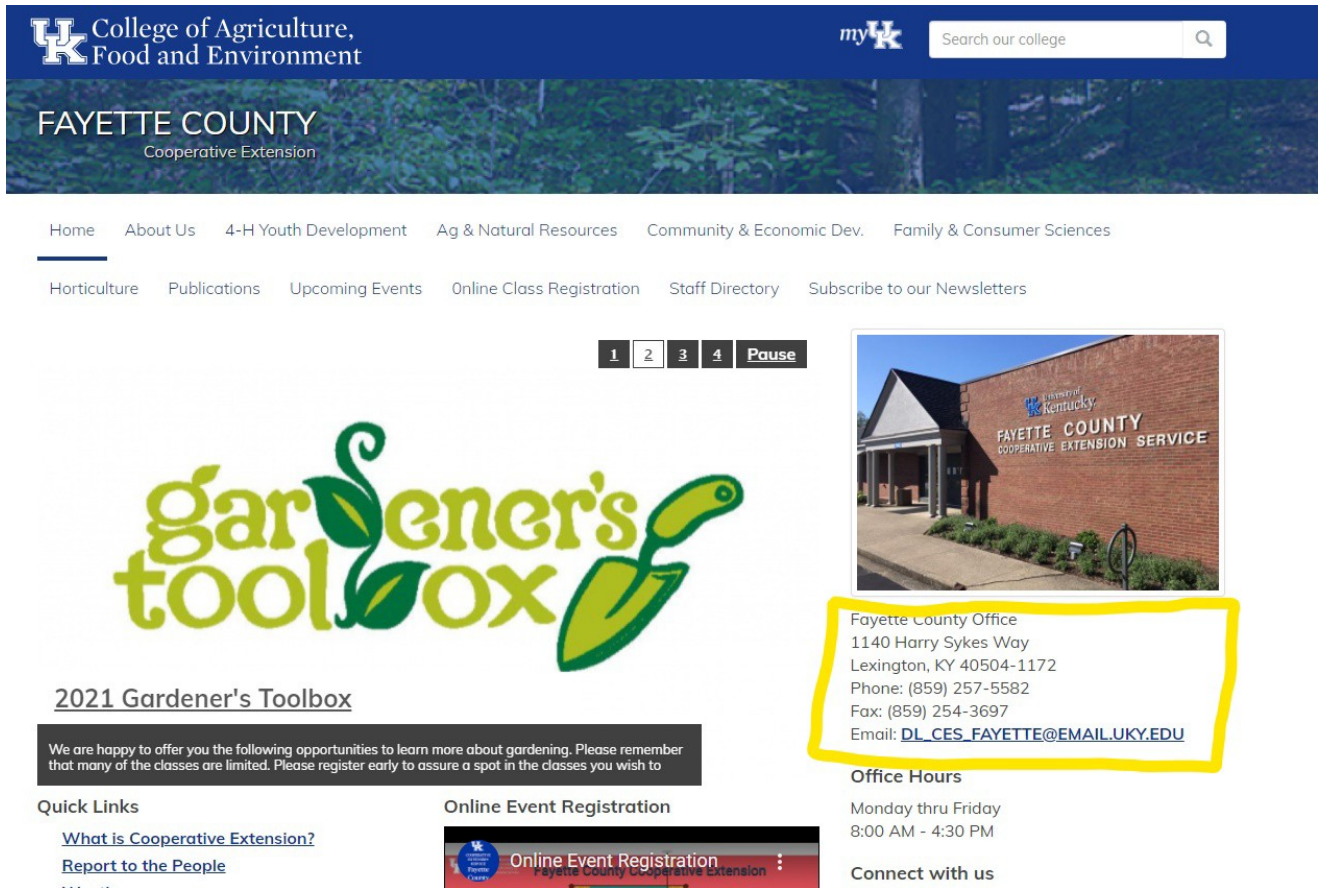
#### Part B – Corporate Address Update

1. Log into PaymentWorks at <https://www.paymentworks.com/accounts/login/>
2. Click **Company Profile** in the top right corner
3. Click **Marketing Information** on the left menu bar
4. Click **Edit** and update the address as needed
5. Click **Save** to finalize the changes

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<https://community.paymentworks.com/supportcenter/s/>

10. Update your county website with the new office address
  - a. Resources for editing county websites via Drupal can be found here -  
<https://learningservices.ca.uky.edu/drupal>  
<https://web.microsoftstream.com/channel/a4703995-89a5-4638-b344-c745676138e6>
  - b. For employees who do not have access to edit their county website, please contact your Regional Support Staff to request access



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**2021 Gardener's Toolbox**

We are happy to offer you the following opportunities to learn more about gardening. Please remember that many of the classes are limited. Please register early to assure a spot in the classes you wish to

Quick Links  
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[Report to the People](#)

Online Event Registration

Online Event Registration  
Fayette County Cooperative Extension

Fayette County Office  
1140 Harry Sykes Way  
Lexington, KY 40504-1172  
Phone: (859) 257-5582  
Fax: (859) 254-3697  
Email: [DL\\_CES\\_FAYETTE@EMAIL.UKY.EDU](mailto:DL_CES_FAYETTE@EMAIL.UKY.EDU)

Office Hours  
Monday thru Friday  
8:00 AM - 4:30 PM

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