



## Address and Contact Information Change

Use this form to change or correct your address, email, and phone number. Once your form is received and processed, you will receive confirmation from the Board of Pensions. Please enter the effective date for your changes. The date must not be more than two months in the future. If no date is provided, the effective date will be the date received at the Board.

Effective date of change: \_\_\_\_\_

Member information	
Name	Last 4 digits of SSN
<input type="checkbox"/> Check here if you participate in the Retirement Saving Plan through Fidelity Investments and would like the address updated at Fidelity.	

Old address		
Street address		
City	State	ZIP

New address/correction		
<b>Home address</b> <i>(Street address is required. A P.O. Box cannot be listed as a home address.)</i>		
New street address		
City	State	ZIP
<b>Note:</b> All written communication will be sent to your home address unless there is a mailing address on file. If you wish to add, or inactivate a mailing address, please complete the mailing address section below.		
<b>Mailing address</b> <input type="checkbox"/> Check here if you no longer require a separate mailing address.		
Street address		
City	State	ZIP
Daytime phone		
Email		

Confirmation	
I confirm that the information provided is true, correct, and complete to the best of my knowledge and authorize the Board of Pensions to make these changes.	
Member signature <i>(required)</i>	Date <i>(mm/dd/yyyy)</i>
<b>If signed by a representative with power of attorney, please include a copy of the POA if not previously submitted.</b> <input type="checkbox"/> Check here if you are the representative of the deceased member's estate.	

**Complete and email this form to the Board of Pensions at [memberservices@pensions.org](mailto:memberservices@pensions.org).**  
 Questions? Call the Board at 800-773-7752 (800-PRESPLAN)