

# CHANGE OF ADDRESS

**Complete and Verify All Information, Including Home Phone**  
**Return form(s) to Human Resources, Dilworth Building, Room 105. Questions please call 717-871-4950.**

<b>NAME</b> (Last, First, Middle Name)	<b>EFFECTIVE DATE</b> (If past action, use today's date.)
<b>PERNER NO.</b> (Found on Paystub)	<b>MU STATUS</b> (Circle One) Employee      Retired      Separated

## HOME ADDRESS

<b>STREET/PO BOX</b>	<b>HOME PHONE</b> (Please include even if unchanged)
<b>CITY, STATE ZIP CODE</b>	<b>CELL PHONE</b>

## CURRENT EMPLOYEE

	Circle One		
	Completed		N/A
	YES	NO	
<b>RESIDENCY CERTIFICATION FORM COMPLETED?</b> <i>REQUIRED if you have changed municipalities.</i> <i>Not Sure? Confirm old with new municipality here: <a href="http://munstats.pa.gov/public/findmunicipality.aspx">http://munstats.pa.gov/public/findmunicipality.aspx</a></i>			
<b>EMERGENCY CONTACT INFORMATION - Update through ESS.</b>			
<b>ALTERNATIVE RETIREMENT PLAN (ARP) - Fidelity/TIAA/VALIC</b> Contact Directly: <b>Fidelity @ 1-800-343-0860, TIAA @ 1-800-842-2776, VALIC @ 1-800-448-2542</b>			

## RETIRED/SEPARATED EMPLOYEES

	Circle One		
	Completed		N/A
	YES	NO	
<b>SERS Retirement @ 1-800-633-5461    OR    PSERS Retirement Plan @ 1-888-773-4418</b>			
<b>ALTERNATIVE RETIREMENT PLAN (ARP) - Fidelity/TIAA/VALIC</b> Contact Directly: <b>Fidelity @ 1-800-343-0860, TIAA @ 1-800-842-2776, VALIC @ 1-800-448-2542</b>			

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<i>HR Use Only</i>	<b>Date</b>
<b>SSHE RETIREE:</b> Date Notification sent to <b>RetireeBenefitHelp@passhe.edu.</b>	
<b>All:</b> Date Notification sent to <b>Payroll.</b>	

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TAKEN BY

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INPUT BY/DATE