



Seattle Retirement

Seattle City Employees' Retirement System

Change of Name and/or Contact Information

Active Members: Please update your name and/or address through your department.

Address-Only Change: Use this form to change your mailing address of record with the Seattle City Employees' Retirement System. This form will authorize SCERS to change the mailing address where we send all your retirement account information.

Name Change: The name you write below **must match your Social Security card**. If your name has changed, please submit a copy of one of the following **documents that has your new name** with this form:

- Social Security card
- Government-issued driver license or identification
- Passport/passport card
- Naturalization certificate

Please help us serve you by printing legibly.

Member Information

Name (First, MI, Last): _____ Last 4 Digits of SSN: _____

Current Mailing Address: _____

Date of Birth (mm/dd/yyyy): _____ Primary Phone Number: _____

Home email address*: _____

Status (Check All That Apply)

- ☐ Inactive or Separated Member ☐ Retiree ☐ Beneficiary ☐ Survivor ☐ Power of Attorney for Member (attach)

Change Requested

Check One or More That Apply

- ☐ I am changing my name on record (required documentation attached) ☐ I am changing my phone number on record.
☐ I am changing my mailing address on record. ☐ I am changing my home email address on record.*

New Mailing Address (if applicable): _____

New Name (if applicable): _____ New Phone Number (if applicable): _____

New home email address (if applicable): _____

Signature and Date

Signature: _____ Date Signed: _____

Once completed and signed, you may return the form with any applicable attachments by faxing it to 206.386.1506, mailing or delivering it in person to Seattle Retirement, ATTN: SCERS, 920 5th Avenue, Suite 500, Seattle, WA 98104, or by sending via secure message on the Member Self-Service Portal. **To protect your personal information, please do not email the form.**

***Member Self-Service Portal Contact Email Address must be changed by the member directly in the MSS Portal.**