Seattle City Employees' Retirement System

For office use only. Retirement number:

Change of Name or Contact Information

Use this form to change your name or contact information on record with the Seattle City Employees' Retirement System. This will change the name or contact information where we send all retirement account information. Email, fax, or mail completed form. See contact information at bottom.

Member Information

Name on Record (First, Middle Initial, Last)			Today's Date	RETNO
Last 4 Social Security #	Daytime Phone Number	Email Address		

Additional Information

New Name (if changing) (First, Middle Initial, Last)		
New Address (if changing)		
City	State	Zip
New Email (if changing)	New Daytime Phone Number (if changing)	

Check one or more that apply:

☐ I'm changing my name on record.

☐ I'm changing my mailing address on record.

☐ I'm changing my phone number on record.

☐ I'm changing my email address on record.

If changing your name, you *must* attach a copy of your updated driver's license, passport, or other government-issued photo identification.

If you do not have updated government-issued photo identification, other acceptable documentation for verifying a name change include a copy of the following documentation (*indicate with a check which items are attached*):

☐ The court order or other legal document that authorized the name change *and* photo identification OR

☐ Your updated social security card *and* photo identification.

Current Legal Name (Please Print) **Signature** **Date**

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