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 Toll free – 888-320-7377 Fax – 503-598-0561
 Website – <https://oregon.gov/pers>



2246

Information Change Request

This form is for all PERS programs. Call or visit our website if this is not the form you need.

Section A: Applicant information (Type or print clearly in dark ink. Illegible forms may be returned to applicant. This could delay your request.)

First name	MI	Last name	PERS ID
Home phone number	Work phone number	Cell phone number	Social Security number*
Email			

Section B: Information change

Check any boxes that apply, and provide the requested information. Attach the requested proof.

If you are working for a PERS-covered employer, you must submit changes through your employer(s).

- Change my email address to _____.
- Change my Social Security number from _____ to _____.
I have attached a photocopy of proof of my correct Social Security number (e.g., Social Security card, Social Security statement, etc).
- Change my name from _____ to _____.
I have attached a copy of a legal document showing my current legal name (e.g., driver’s license, divorce decree, court order, etc).
- As of _____, my address will be:
(date)

Street/post office box	Apartment no./space no.	
City	State	ZIP

Note: Address will be edited to conform with USPS standards.

Section C: Benefit recipient only

- Continue to send my benefits directly to my financial institution.
(This address change is only for PERS’ use in contacting me.)
- Use this address change for mailing my monthly check to me.
- Stop my direct deposit, and mail my check to me.
- Send a duplicate copy of my 1099-R for _____ PERS/OPSRP IAP.
(year)

Section D: Applicant signature (Required)

Signature (do not print) _____ Date

*Providing your Social Security number (SSN) is voluntary. It will be used for confirmation purposes. If you choose not to supply your SSN, it may take PERS staff longer to process your form. In compliance with the Americans with Disabilities Act, PERS will provide help filling out this form upon request. You may request help by calling toll-free 888-320-7377 or TTY 503-603-7766.