



11410 SW 68th Parkway, Tigard OR 97223
Mailing Address – PO Box 23700, Tigard OR 97281-3700
Toll free – 888-320-7377 fax – 503-598-0561
Website – <https://oregon.gov/pers>



Employer Change of Address

All fields are required.

This form is for employers to submit a change of address to PERS **for their organization**.
Do not use this form to report an address change for an individual.

Section A: Employer information

Employer name	PERS employer number (five digits starting with 0)
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Section B: Address update

Old address

Mailing address (street or PO Box)		
City	State	ZIP code

New address

Mailing address (street or PO Box)		
City	State	ZIP code

Physical address if different from mailing address

Street address		
City	State	ZIP code

Section C: Signatures

Print and sign the form as instructed below.

Web Administrator or Reporting Official signature
(do not print; must be a signature)

Date address change is/was effective

Web Administrator or Reporting Official name (please print)

Title

Section D: Form submission

Mail to PERS at PO Box 23700, Tigard OR 97281-3700, or email to PERS.EDX.Support@pers.oregon.gov.